MISSION

To protect all people, keep the peace and uphold the Constitution of the United States.

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CODE OF ETHICS

My fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of criminal justice service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession.

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POLICY RESPONSIBILITY FOR CORRECTIONS STAFF

The Kittitas County Sheriff's Office Custody Manual is an addendum to the Kittitas County Sheriff's Office Policy manual. The custody manual has been developed to cover the areas specific to the corrections center and its staff that the Sheriff's Office Policy does not cover. Corrections staff is responsible to know both the custody manual and the policy manual.

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PREFACE TITLE

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Chapter 1 - Role and Authority

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Organizational Structure and Responsibility

100.1 PURPOSE AND SCOPE

The organizational structure of the Office is designed to create an efficient means to accomplish its mission and goals and to provide for the best possible service to the public.

100.2 JAIL DIVISION RESPONSIBILITY

The Sheriff is responsible for administering the Jail Division of the Kittitas County Sheriff's Office. There are three sections to the Jail Division:

- Jail Operations
- Jail Support
- Jail Administration.

100.2.1 JAIL OPERATIONS

The Jail Section is managed by the Jail Superintendent whose primary responsibility is to provide general management direction and control for the Jail Section. The Jail Section consists of the Jail Facility, Jail Supervisors, Jail Staff, Control room Operators, Jail Law Clerks, Inmate medical, Inmate Food, Classification and Booking. All Jail related programs.

100.2.2 JAIL SUPPORT

The Jail Support Section is under the supervision of the Jail supervisors, whose primary responsibility is warrants, extraditions, jail booking case management, contract agency billings, public disclosure and other related paperwork.

100.3 CHAIN OF COMMAND

The chain of command of the Office begins with the Sheriff, to whom all employees of the Office are responsible.

To maintain continuity, order and effectiveness in the Office, a chain of command has been established and should be respected. All staff members should adhere to the chain of command in all official actions. However, nothing shall prohibit a staff member from initiating immediate action outside of the chain of command if it is necessitated by a complaint of an unlawful or conflicting order, discrimination, sexual harassment, gross malfeasance or a violation of the law.

100.3.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all personnel in this Office. During planned absences the Sheriff will designate the Jail Superintendent or commander to represent him.

Except when designated as above, the order of command authority in the absence or unavailability of the Sheriff is as follows:

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(a) (a) Jail Superintendent
(b) Jail Lieutenant
(c) Jail Sergeant
(d) Jail Corporal

100.4 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Office. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Search or Emergency Response Teams), any supervisor may temporarily direct any subordinate if an operational necessity exists.

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Authority and Legal Assistance

101.1 PURPOSE AND SCOPE

This policy acknowledges and reflects the legal authority under which the Kittitas County Sheriff's Office shall operate and maintain a local detention facility in this state. In addition to the authority vested by state law, the jail operates in accordance with these laws, constitutional mandates, regulations and local ordinances (RCW 70.48.180 and RCW 70.48.190).

101.2 POLICY

It is the policy of this Office that the local detention facility will be maintained by all lawful means for the incarceration of persons suspected of violating the law or who have been adjudicated as guilty of committing a crime or civil offense by a competent legal authority, as prescribed by law.

101.3 LEGAL FOUNDATION

Jail staff, at every level must have an understanding and true appreciation of their authority and limitations in the operation of a local detention facility. The Kittitas County Sheriff's Office recognizes and respects the value of all human life and the expectation of dignity without prejudice toward anyone. It is also understood that vesting law enforcement personnel with the authority to incarcerate suspected law violators to protect the public and prevent individuals from fleeing justice requires a careful balancing of individual rights and legitimate government interests.

101.3.1 PEACE OFFICER POWERS

The arrest authority of the Kittitas County Sheriff's Office includes (RCW 10.31.100):

(a) When the peace officer has probable cause to believe that a person has committed or is committing a felony shall have the authority to arrest the person without a warrant.

(b) A peace officer may arrest a person without a warrant for committing a misdemeanor or gross misdemeanor only when the offense is committed in the presence of an officer, except as provided in RCW 10.31.100.

(c) A peace officer may arrest a person in compliance with an arrest warrant.

101.4 LEGAL ASSISTANCE

The following are examples of areas where the services of the County Attorney and legal specialists can be of benefit to the Office:

(a) Analyze and alert the jail executive and management team to jail-related case law.

(b) Serve as a legal consultant in the construction and review of new jail policies and procedures.

(c) Serve as a legal consultant on issues related, but not limited to the following:

1. Use of force
2. Faith-based requests
3. Complaints and grievances

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4. Allegations of abuse by staff
5. Americans with Disabilities Act (ADA) issues, policies and procedures

(d) Serve as legal counsel in legal matters brought against this office and the Sheriff.

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Annual Review and Performance-Based Goals and Objectives

102.1 PURPOSE AND SCOPE

The Kittitas County Sheriff's Office is dedicated to the concept of continuous improvement in the services provided on behalf of the public and in accordance with applicable laws, regulations and best practices in the operation of this facility. This policy establishes minimum review criteria to measure and evaluate the success of achieving established goals and objectives.

102.2 POLICY

The Kittitas County Sheriff's Office shall strive to continually improve the operation of its facilities to ensure they are safe, humane and protect inmates' constitutional and statutory rights. To this end the Office shall conduct an annual review to evaluate its progress in meeting stated goals and objectives.

102.3 ANNUAL REVIEW

The custody management team will conduct an annual management review of minimally:

(a) Statutory, regulatory and other requirements applicable to the operation of the facility.

(b) Lawsuits and/or court orders/consent decrees.

(c) Office policies, procedures, directives and post orders that guide the operation of the facility.

(d) Fiscal operations and accounting procedures.

(e) Personnel issues/actions that include, but are not limited to, on-the-job injuries, use of force events, internal affairs investigations, employee grievances, employee discipline, selection and recruitment.

(f) Compliance with internal/external inspections of the facility.

(g) Condition of the physical plant, infrastructure and maintenance efforts.

(h) Cleanliness of the facility.

(i) Inmate profiles and trends that measure

1. Inmate population (Average Daily Population)
2. Inmate population by gender
3. Bookings/releases
4. Percentage of male inmates
5. Percentage of female inmates
6. Number of Juveniles in custody
7. Meal counts (regular, medical)
8. Demographics (age, race, gang affiliation)

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9. Court movement

(j) Security issues that include:

1. Inmate-on-inmate assaults
2. Inmate-on-staff assaults
3. Major disturbances
4. Deaths in custody (natural/suicide/homicide/accidents)
5. Suicide attempts

(k) Inmate programs including:

1. Education
2. Commissary
3. Drug and alcohol programs
4. Faith-based services

102.4 CRITERIA TO MEASURE PERFORMANCE

The following items will be used to measure and evaluate the level of success in achieving the office's stated goals:

(a) Fiscal year budget surpluses or successful operations even with budget reductions

(b) Findings from independent financial audits

(c) Documentation that office investigators have completed the required specialized training in conducting sexual abuse investigations (28 CFR 115.34)

(d) Documented training hours received by staff

(e) Completed audits of the policy and procedures manuals

102.5 MANAGEMENT REVIEW PROCESS

The management team may employ several methods to assess performance, including the following:

(a) **Performance analysis** - Performance analysis attempts to discover discrepancies between the expected and actual levels of performance. This analysis should focus on whether the practices in this facility are meeting the mission of the Office and whether office policies and procedures are in alignment with statutes, regulations and court orders.

(b) **One-to-one interviews** - Scheduled interviews with custody staff held in private to encourage candid responses, to help identify issues or conditions that should be targeted for review or correction.

(c) **Staff debriefing** - Staff should be periodically debriefed, especially after an emergency operation or incident, to identify aspects of facility operations that may need to be addressed by the Jail Superintendent and supervisors.

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(d) **Inspection findings** - The Office is subject to a variety of administrative inspections (standard-setting authorities, command staff, grand jury, jail advocates). These annual inspections should be used to identify ongoing issues in the operation of this facility.

102.6 MANAGEMENT REVIEW RESULTS

To the extent reasonably practicable the individuals responsible for the development of a management review should follow the guidelines established in the Administrative Communications Policy and Annual Facility Inspection Policy to document and support the findings. A complete report of the review results should be submitted to the appropriate level in the chain of command for final approval.

The results of management reviews should be used in the ongoing process of continuous improvement. They should be used to direct changes in the operation of this facility or to identify successful operations that might be replicated in other areas of the facility. They should not, however, include specific identifying information of incidents or involved individuals.

The results of management reviews shall be made available to all personnel and also may be used in full or in part to respond to inquiries from interested groups, such as the local legislative body, courts or others, to provide information on issues concerning the operation of this facility, including action planning whenever appropriate.

102.7 AVAILABILITY OF WRITTEN GOALS AND OBJECTIVES

The Jail Commander should ensure that the written goals and objectives of the office are available to all personnel.

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Custody Manual

103.1 PURPOSE AND SCOPE

The Custody Manual is a statement of the current policies, rules, and guidelines of this office's jail. All prior and existing manuals, orders, and regulations that are in conflict with this manual are revoked, except to the extent that portions of existing manuals, orders, and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

Except where otherwise expressly stated, the provisions of this manual shall be considered guidelines. It is recognized, however, that work in the custody environment is not always predictable, and circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this office under the circumstances reasonably known to them at the time of any incident.

103.2 POLICY

The manual of the Kittitas County Sheriff's Office jail is hereby established and shall be referred to as the Custody Manual. All members are to conform to the provisions of this manual.

103.2.1 DISCLAIMER

The provisions contained in the Custody Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Kittitas County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the county, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for office administrative action, training or discipline. The Kittitas County Sheriff's Office reserves the right to revise any policy content, in whole or in part.

103.3 RESPONSIBILITIES

The Sheriff shall be considered the ultimate authority for the provisions of this manual and shall continue to issue General Orders which shall modify the provisions to which they pertain. General Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

The Jail Superintendent shall ensure that the Custody Manual is reviewed annually, updated whenever necessary, and staff trained accordingly to ensure that the policies in the manual are current and reflect the mission of the Kittitas County Sheriff's Office. The review shall be documented in written form sufficient to indicate that policies and procedures have been reviewed and amended as appropriate to facility changes (RCW 70.48.071).

103.3.1 COMMAND STAFF

The command staff should consist of the following:

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- Sheriff
- Jail Superintendent

103.3.2 OTHER PERSONNEL

Line and supervisory staff have a unique view of how policies and procedures influence the operation of the facility and therefore are expected to bring to the attention of their supervisors issues that might be addressed in a new or revised policy.

All members suggesting revision of the contents of the Custody Manual should forward their suggestions, in writing, through the chain of command, to the Jail Superintendent, who will consider the recommendation.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings, unless it is apparent from the content that they have a different meaning:

Office - The Kittitas County Sheriff's Office.

Custody Manual - The Office Custody Manual.

Corrections officer - An officer certified by the Criminal Justice Training Commission whose primary job function is to provide for the custody, safety, and security of adult persons in jails (RCW 43.101.010).

Employee - Any person employed by the Office.

May - Indicates a permissive, discretionary, or conditional action.

Member - Any person employed or appointed by the Kittitas County Sheriff's Office including:

- Full- and part-time employees.
- Deputies.
- Reserve deputies.
- Non-sworn employees.
- Volunteers.

Deputy - All persons, regardless of rank, who are employees and who are selected and trained in accordance with state law as deputies of the Kittitas County Sheriff's Office.

On-duty employee - Status during the period when they are actually engaged in the performance of their assigned duties.

Order - A written or verbal instruction issued by a superior.

Peace officer (also known as a general authority Washington peace officer) - Any fully compensated and elected, appointed, or employed officer of a general authority Washington law enforcement agency who is commissioned to enforce the criminal laws of the state (RCW 10.93.020).

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Rank - The job classification title held by a deputy.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

103.5 DISTRIBUTION OF MANUAL

Copies of the Custody Manual shall be made available to all members. An electronic version of the Custody Manual will be made available to all members on the office network.

No changes shall be made to the electronic version without authorization from the Jail Superintendent.

103.6 REVISIONS TO POLICIES

All members are responsible for keeping abreast of all Custody Manual revisions. All changes to the Custody Manual will be posted on the office network for review prior to implementation. The Lieutenant will forward revisions to the Custody Manual as needed to all personnel via electronic mail. Each member shall acknowledge receipt by return email or online acknowledgement, review the revisions and seek clarification as needed.

Each supervisor will ensure that members under his/her command are familiar with and understand all revisions.

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Quarterly Facility Inspection

104.1 PURPOSE AND SCOPE

Quarterly facility inspections are the collections of data designed to assist administrators and supervisors in the management of the custody facility by means of establishing a systematic inspection and review of its operation. This policy provides guidelines for conducting the facility inspection.

104.1.1 POLICY

This office will use a formal quarterly inspection process of its facility to ensure that practices and operations are in compliance with statutes, regulations, policies and procedures and best practice standards. Inspections will be used to help identify the need for new or revised policies and procedures, administrative needs, funding requirements, evaluation of service providers and changes in laws and regulations.

104.2 JAIL SUPERINTENDENT RESPONSIBILITY

The Jail Superintendent is responsible for collecting performance indicators and other relevant data to generate and provide an inspection of the facility . The Jail Superintendent will ensure that inspections are conducted as outlined below for the facility type on a quarterly basis.

inspections may be used in preparation of inspections by outside entities, such as inspections by a government inspection authority, professional organization or accreditation body. In this case, the local inspection will serve as a pre-inspection review that will prepare the facility for the outside or third-party evaluator.

104.3 INSPECTION AREAS

The annual inspection should include the following areas in the assessment process:

(a) **Pre-assessment briefing** - The pre-assessment briefing should begin with a meeting of the Jail Superintendent, key program staff and service providers. The individual conducting the assessment will need to advise key personnel of the areas they will be inspecting so the appropriate materials will be brought up to date and made available to the assessment team.

(b) **Policy review** - A review of all jail policies and procedures should be conducted to ensure that those policies are up to date and accurately reflect the requirements and activities related to the jail operation.

(c) **Record review** - A review of the records that support jail activities, medical records and the facility's financial records should be conducted to ensure that contractual benchmarks are being met and that any discrepancies are documented and reported as part of the assessment report in an effort to mitigate harm from improper access to or release of records.

(d) **Benchmark review** - A review of the Office stated goals and objectives should be discussed with the Jail Superintendent, program managers and jail supervisors. This will provide the opportunity to identify any areas that require correction, additional

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resources or that reflect a successful performance that should be acknowledged and possibly replicated.

(e) **On-site inspections** - The supervisors should conduct on-site inspections of the facility to verify that activities in the facility are in alignment with goals and objectives and compliant with policies and procedures. Any discrepancies, as well as exceptional efforts on the part of management and staff, should be reported as a part of the jail assessment. An inspection checklist should be used to guide the inspection process and to ensure consistency. It is important that the jail assessments be viewed as a credible measurement instrument as many issues identified in the assessment may require significant funding.

(f) **Develop an action plan** - After the fact-finding described in the previous sections has been accomplished, notes, records and recommendations should be analyzed and an action plan developed to initiate any needed correction. Documenting successful practices is important to determine if they can be replicated in other areas.

(g) **Reporting** - The results of the inspection should be compiled into a report and should include recommendations and action plans necessary to ensure continuous improvement in the operation and management of the jail system. The completed report and any analysis and documentation required to justify costs, policy revisions or any other administrative requirements should be submitted to the Sheriff.

(h) **Monitor progress** - The Jail Superintendent should ensure that approved recommendations are being instituted by the supervisors/staff.

104.4 FOCAL POINTS FOR INSPECTIONS

Inspections ofthe facility that is used for detaining persons pending arraignment, held during trial and held upon a lawful court commitment should include inspection of the policies, procedures and performance by management and staff to ensure compliance and timely updates. Inspections should include, but not be limited to, the following inspection points:

- Staff training
- Number of personnel
- Policy and procedures manual
- Fire suppression pre-planning
- Incident reports
- Death in-custody
- Documented suicide attempts
- Classification plan
- Booking
- Communicable disease prevention plan
- Inmates with mental disorders

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Quarterly Facility Inspection

- Administrative segregation
- Developmentally disabled inmates
- Use of force and restraint devices
- Contraband control
- Perimeter security
- Searches (area and personal)
- Access to telephones
- Access to courts and counsel
- Inmate visiting
- Inmate mail
- Religious access
- Health care services
- Intake medical screening
- Vermin control
- Detoxification treatment
- Suicide prevention program
- First-aid kit
- Meals, frequency of serving
- Minimum diet
- Food service plan
- Food serving and supervision
- Facility sanitation, safety, maintenance
- Tools, key and lock control
- Use of safety and Time Out cell
- Plan for inmate discipline including rules and disciplinary penalties, forms of discipline, limitations on discipline and disciplinary records
- Standard bedding and linen use
- Mattresses

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Special Assignments and Promotions

105.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Kittitas County Sheriff's Office.

105.2 CORRECTIONS OFFICER SPECIALIZED ASSIGNMENTS

Placement into or removal from the following assignments shall not be considered a promotion or a demotion:

(a) Training Officer
    1. Taser instructor
    2. NOVA Instructor
    3. Field Training Officer
    4. O/C Instructor
    5. CJTC Instructor/Tactical Officer
    6. Defensive Tactics Instructor
    7. Rangemaster/Firearms Instructor
    8. EVOC Instructor

(b) Administrative Services
    1. Recruitment Officer
    2. Inmate Programs Officers

105.2.1 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

(a) Presents a professional, neat appearance.

(b) Maintains a physical condition that aids in his/her job performance.

(c) Expresses an interest in the assignment.

(d) Demonstrates the following traits:
    1. Emotional stability and maturity.
    2. Stress tolerance.
    3. Sound ethical judgment and decision-making.
    4. Personal integrity and ethical conduct.
    5. Leadership skills.
    6. Initiative.
    7. Adaptability and flexibility.

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8. Ability to conform to office goals and objectives in a positive manner.

105.2.2 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

(a) Off probation

(b) Possession of or ability to obtain any certification required by the Washington State Criminal Justice Training Commission or law

(c) Exceptional skills, experience, or abilities related to the special assignment

105.2.3 DISQUALIFICATION

The Kittitas County Sheriff's Office shall not promote, assign, or transfer any member to a position that may allow contact with inmates if the member has (28 CFR 115.17):

(a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution as defined in 42 USC § 1997.

(b) Been convicted of engaging in or attempting to engage in sexual activity facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent or was unable to consent or refuse.

(c) Been civilly or administratively adjudicated to have engaged in the activity described in paragraph (b) of this section.

Employees who may have contact with inmates shall disclose any conduct described above in written applications or interviews for promotion or special assignment.

105.3 SPECIALIZED ASSIGNMENT SELECTION PROCESS

The following criteria apply to specialized assignments:

(a) Administrative evaluation as determined by the Sheriff, will be conducted. This should include a review of supervisor recommendations and performance history to include administrative files, performance evaluations and personnel files.

(b) The supervisor recommendations will be submitted to the Jail Superintendent for whom the candidate will work. The Jail Superintendent may schedule interviews with each candidate.

(c) Based on supervisor recommendations and those of the Jail Superintendent after the interview, the Jail Superintendent will submit his/her recommendation to the Sheriff.

(d) Appointments will be made by the Sheriff.

The policy and procedures for all positions may be waived for temporary assignments or emergency situations. This policy may also be waived to allow selected candidates to attend requisite training programs.

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105.4 PROMOTIONAL SPECIFICATIONS

Specifications for promotional opportunities are on file with the office Department of Human Resources (RCW 41.14.080).

105.5 POLICY

The Kittitas County Sheriff's Office determines assignments and promotions in a nondiscriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Sheriff.

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Anti-Retaliation

106.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement, or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety, or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state and local law, ordinance, or collective bargaining agreement.

106.2 POLICY

The Kittitas County Sheriff's Office has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

106.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory, or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because the person has engaged in protected activity.

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106.3.1 RETALIATION PROHIBITED FOR INTERVENING OR REPORTING
A deputy shall not be retaliated against in any way for intervening or reporting in good faith any wrongdoing by another law enforcement officer. Wrongdoing means conduct that is contrary to law or office policies (RCW 10.93.190).

106.4 COMPLAINTS OF RETALIATION

Any members who feel they have been retaliated against in violation of this policy should promptly report the matter to any supervisor, any command staff member, the Sheriff, or the county Director of Human Resources.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member are part of the investigative process.

106.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Sheriff via the chain of command, and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

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(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

106.6 COMMAND STAFF RESPONSIBILITIES

The Sheriff should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

106.7 WHISTLE-BLOWING

Washington law protects employees who make good faith reports of improper government actions. Improper government actions include violations of Washington law, abuse of authority, gross waste of funds, and substantial and specific danger to the public health or safety (RCW 42.40.010 et seq.; RCW 49.60.210; RCW 42.41.010 et seq.).

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Internal Affairs Detectives for investigation pursuant to the Personnel Complaints Policy.

106.7.1 DISPLAY OF REPORTING PROCEDURES

The office shall display the county policy to employees regarding their rights and the procedures for reporting information of an alleged improper government action. A copy of the policy shall be made available to employees upon request (RCW 42.41.030).

106.8 RECORDS RETENTION AND RELEASE

The Administrative Assistant to the Sheriff shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

106.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

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Chapter 2 - Organization and Administration

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Supervision of Inmates - Minimum Requirements

200.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safety and security of the facility through the application of appropriate staffing levels.

200.2 POLICY

It is the policy of this facility to provide for the safety and security of citizens, staff and inmates through appropriate staffing levels that are sufficient to operate the facility and perform functions related to the safety, security, custody and supervision of inmates. In an effort to protect the dignity and privacy rights of the inmates and to comply with existing case law, at least one member of the same sex of each inmate represented in the population will be on-duty when staffing levels allow.

200.3 SUPERVISION OF INMATES

There should be, at all times, sufficient staff designated to remain in the facility for the supervision and welfare of inmates, to ensure the implementation and operation of all programs and activities and to respond to emergencies when needed. Such staff must not leave the facility while inmates are present and should not be assigned duties that could conflict with the supervision of inmates.

When both male and female inmates are held at this facility, a minimum of one male and one female deputy should be on-duty in the jail when staffing levels allow.

Staff members shall not be placed in positions of responsibility for the supervision and welfare of inmates of the opposite sex in circumstances that can be described as an invasion of privacy or that may be degrading or humiliating to the inmates. Staff used as program resource personnel with inmates should be of the same sex as the inmates when reasonably available. However, at least one staff member of the same sex as the inmates should be on-duty and available to the inmates during all such activities when staffing levels allow.

The Jail Superintendent or the authorized designee shall be responsible for developing staffing plans to comply with this policy. Records of staff deployment should be maintained in accordance with established records retention schedules.

200.4 SEPARATION OF DUTIES

Maintenance personnel are employed to perform preventive, routine and emergency maintenance functions. Custody staff will not be given physical plant maintenance duties that distract from their primary responsibility of supervising inmates.

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Prohibition on Inmate Control

201.1 PURPOSE AND SCOPE

The purpose of this policy is to define the requirement that staff should at all times exercise control of the inmate population under their supervision and should prevent inmates from controlling other inmates within the facility.

201.2 POLICY

All staff, including support staff, contractors and volunteers should exercise control and supervision of all inmates under their control. It is the policy of this office to prohibit any staff member to implicitly allow, or by dereliction of duty allow any inmate or group of inmates to exert authority over any other inmate.

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Equipment Inventory and Supplies

202.1 PURPOSE AND SCOPE

This facility must have the materials, supplies and equipment that are necessary to maintain effective and efficient operations. This policy establishes responsibilities and requirements for purchasing, storing and inventory of those items.

202.2 POLICY

The Jail Superintendent or authorized designee shall ensure that all supplies purchased are reconciled with the invoice, in accordance with the limits set by the auditor, prior to payment.

The Jail maintains a secure storage area for the purpose of storing supplies and equipment. The Jail Superintendent shall maintain oversight of the area.

Sheriff's Fiscal or designee is responsible for processing all approved purchase request for this facility. Supplies and equipment that are not needed for immediate use should be stored in a secure storage area.

Purchase Order Requests (KPOR found on Camas) should be completed and submitted through the chain of command to the Jail Superintendent for review and approval before any supplies or equipment are purchased and distributed to the facility. Any encumbrance to this facility's budget requires review and approval by the Jail Superintendent and the Sheriff's Finance clerk.

The Jail Superintendent or Sheriff's Fiscal, shall in conformance with established policies, be responsible for negotiating all other purchases.

202.3 EQUIPMENT INVENTORY

The Jail Superintendent or authorized designee will conduct an audit on all supplies and equipment annually. All losses will be reported to the Sheriff. The Finance office may also conduct an interim audit on all fixed assets in order to maintain a complete and accurate accounting of equipment and its location.

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Tool and Culinary Equipment Control

203.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a tightly controlled process for the use of tools and culinary equipment in order to reduce the risk of such items becoming weapons for the inmate population. While there are times that specific inmate workers may need to possess tools or equipment for legitimate daily operations, the possession and use of those tools must be carefully monitored and controlled by supervising staff.

203.2 POLICY

It is the policy of this facility to securely store, inventory, control and monitor the use of tools and culinary equipment to ensure accountability and the secure use of these items.

203.2.1 CUSTODY TOOLS

Tools include all implements that are maintained within the secure perimeter of the facility to complete specific tasks.

All tools, shall be locked in secure cabinets or storage rooms when not in use. Tools should be inspected regularly for damage or wear and repaired or replaced as necessary.

Any tool that is used within the secure perimeter of the facility must be closely monitored and controlled by the staff supervising the area so that it cannot be used as a weapon. Inmates who are assigned tasks that require these tools shall be closely supervised.

The loss of any tool will be immediately reported to the on-duty supervisor, who shall initiate immediate action to locate or account for the missing tool, including:

(a) Detaining and searching any inmate who had access to the tool.

(b) Conducting a thorough search of the immediate area for the missing item.

(c) Initiating a facility-wide search.

The staff member discovering the missing tool will submit a report to the Sergeant documenting the specific tool that is missing and the circumstances of the disappearance before end of shift. The Sergeant will review the report, investigate if necessary and notify the Command staff as soon as practical..

203.2.2 MAINTENANCE OR CONSTRUCTION TOOLS

Maintenance or construction tools are those tools and equipment that are brought into and out of the secure perimeter of the facility by employees or contractors to facilitate repairs or construction of the physical plant. Only the tools and equipment needed specifically for the intended work will be permitted into the facility.

Prior to entering the secure perimeter of the facility, the contractor shall be instructed to maintain personal possession of the tools at all times. When it is necessary to complete a task in an area where inmates are present, the inmates shall be locked down by staff supervising the area.

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When the person has finished working in the area, a deputy will search the area for tools left behind. Once area has been searched and the contractor has left the inmates may be released from lockdown.

203.2.3 KITCHEN EQUIPMENT

Culinary tools are located in the kitchen and include common tools used in the preparation, service and delivery of meals.

All kitchen knives or metal tools with sharp edges shall be stored in a locked cabinet. When in use, all knives shall be tethered to the work area.All tools shall be returned to the secure cabinet when not in use. A formal knife count will be conducted when the kitchen opens and when the kitchen closes each day. Knife counts will be documented in the master log.

Kitchen tools will only be issued to inmates who have been classified as inmate workers.

In the event that a kitchen tool is missing, staff shall immediately notify the on-duty supervisor, who shall initiate an investigation to locate or account for the missing tool. A thorough search for the tool will be undertaken. The supervisor will notify command of the circumstances and the outcome of the investigation.

203.3 TOOL MAINTENANCE

Tools should be inspected regularly for damage or wear and repaired or replaced as needed.

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Records and Data

204.1 PURPOSE AND SCOPE

This policy establishes guidelines for the control and access of records by staff, contractors, and volunteers.

204.2 ACCESS TO RECORDS

Access to confidential paper or electronically generated records in this facility is restricted at various locations according to job function and the need to know. Employees working in assigned areas will only have access to the information that is necessary for the performance of their duties. Granting access to other employees or anyone outside of the work area must meet with supervisory approval. All requests for information received from outside the Office shall be forwarded to the Jail Superintendent.

Custody staff, volunteers, and contractors shall not access, disclose, or permit the disclosure or use of such files, documents, reports, records, video or audio recordings, or other confidential information except as required in the performance of their official duties and in accordance with office policies, statutes, ordinances, and regulations related to data practices. Photographs and information concerning a person convicted of a sex offense as defined in RCW 9.94A.030 may be released as provided in RCW 4.24.550.

Custody staff, volunteers, and contractors who are uncertain of the confidentiality status of any document should consult with a supervisor or the Jail Superintendent to determine the status of the documents in question.

204.3 STAFF TRAINING

Prior to being allowed to work inside this facility, all members and contractors will receive training on office records, policies, and confidentiality requirements, including the potential criminal and civil penalties that may result from a breach of confidentiality in violation of this policy and all applicable statutes (RCW 40.16.010 and RCW 40.16.020).

204.4 POLICY

Members of the Kittitas County Sheriff's Office will adhere to all applicable laws, orders, regulations, use agreements, and training related to the access, use, dissemination and release of protected information.

204.5 CUSTODIAN OF RECORDS

The Sheriff shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

(a) Managing the records management system for the Office, including the retention, archiving, release, and destruction of office public records.

(b) Maintaining and updating the office records retention schedule, including:

1. Identifying the minimum length of time the Office must keep records.

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2. Identifying the office section responsible for the original record.

(c) Establishing rules regarding the inspection and copying of office public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law.

(g) Ensuring that the business hours for record inspection or copying are posted on the office's website and made known by other means designed to provide the public with notice (RCW 42.56.090).

(h) Ensuring that the name and contact information of the Public Records Officer is visible to the public, including the office website and appropriate office publications (RCW 42.56.580).

204.6 USE OF A CENTRAL COMPUTERIZED ENFORCEMENT SERVICE SYSTEM (ACCESS)

A Central Computerized Enforcement Service System (ACCESS) is a computer controlled communications system located at the WSP Information Technology Division. ACCESS provides service to all the state and national information systems. The Chief of the WSP is vested with the authority to administer all operating phases of ACCESS and WACIC. There are specific requirements for agencies accessing the information in the group of computers systems in ACCESS.

204.6.1 ACCESS USE REQUIREMENTS

No member of the Kittitas County Sheriff's Office shall operate any of the ACCESS systems without first complying with the training requirements

204.6.2 ACCESS REQUIREMENTS

As an authorized ACCESS user, the Kittitas County Sheriff's Office complies with all of the following ACCESS requirements:

(a) Warrant Entry

(b) Receiving information from outside agencies

(c) Recording information

(d) Verifying information

(e) Cancelling information

(f) Providing 24 hour access to agency warrants

It is the responsibility of the Records clerk to ensure that all ACCESS computer and network security requirements are in place and operational.

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204.7 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the County Prosecutor, County Attorney, or the courts.

All questions regarding compliance with any subpoena or subpoena duces tecum should be promptly referred to legal counsel for the Office so that a timely response can be prepared.

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Research Involving Inmates

205.1 PURPOSE AND SCOPE

The purpose of this policy is to establish safeguards and guidelines to protect inmates from being used as research subjects in medical and other research experiments based only on their status as inmates and without proper approval, review or informed consent.

205.2 POLICY

The Kittitas County Sheriff's Office will conduct and support research that improves operations, enhances professional knowledge, decreases recidivism and advances the office's mission in accordance with existing laws and with appropriate protection of all inmates. However, the use of inmates for medical, pharmaceutical or cosmetic experiments is prohibited.

205.3 AUTHORIZATION REQUIREMENTS

Prior to initiating any approved research, all persons conducting research in this facility must agree to abide by all office policies relating to the security and confidentiality of inmate files. Based upon the intended use of the research, guidelines will be established regarding what information shall be accessible to the researcher or the research organization.

Any requests for an exception shall include a response to the following questions as part of the proposed research project:

- Who is conducting the research?
- What is the purpose of the research?
- What is the methodology?
- Do the researchers or persons advocating research involving the use of inmates have an understanding of their ethical responsibilities, including considerations for the establishment of an Institutional Review Board (IRB), as described in 45 CFR 46.301 et seq.?
- Any other information as deemed appropriate by the Jail Superintendent or Sheriff.

Inquiries regarding proposed research projects from local, state and federal executive and legislative bodies/agencies will be brought to the attention of the Sheriff immediately by the employee who receives the request. At the direction of the Sheriff, an appropriate and timely response will be made to each legitimate inquiry.

Research or studies involving more than the information identified as public information may require signed release/waiver forms from the involved inmates. The Sheriff should consult and seek guidance from the legal counsel serving the Office or other legal expert in these matters.

Inmates are not precluded from individual treatment based on the need for a specific medical procedure that is not generally available. An inmate's treatment with a new medical procedure by the inmate's own physician shall be undertaken only after the inmate has received a full

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explanation of the positive and negative features of the treatment, and only with the inmate's informed consent.

205.4 LEGAL CONSIDERATIONS

Any research conducted or supported by the United States Department of Health and Human Services will be required to comply with the provisions of 45 CFR 46.301 et seq.

205.5 INMATES IN COMMUNITY-BASED RESEARCH

When inmates who are participants in a community-based research protocol are admitted to the facility, the inmate shall be allowed to remain in the study as long as the research doesn't create an undue burden for the jail.

205.6 HUMAN RESEARCH STUDIES

This office does not endorse enrolling inmates into human research studies. Requests to enroll inmates in human research studies will not ordinarily be approved. However, any request to enroll an inmate into such a study must be reviewed by the Sheriff, the Responsible Physician and legal counsel, and authorization provided prior to enrollment. Any authorized enrollments shall comply with all state and federal guidelines.

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Inmate Records

206.1 PURPOSE AND SCOPE

This policy establishes the procedures required to create and maintain accurate records of all persons booked and confined in this facility.

206.2 POLICY

It is the policy of this office that all records shall be complete and comprehensive, resulting in reliable data that provides information about each inmate's period of confinement, as well as histories of previous confinement in this facility. All inmate records are official office documents and should be used for official business only. Inmate records are a vital component of the criminal justice system and should only be released to authorized persons.

206.2.1 RECORD MAINTENANCE

It shall be the responsibility of the Records Section to maintain the following records on all persons who have been committed or assigned to this facility, including, but not limited to, the following:

- Information gathered during the admission process as provided in the Inmate Reception Policy
- Photographs and fingerprints when necessary, cross referenced to the booking number
- Duration of confinement
- Court-generated background information
- Cash and property receipts
- Classification records, including inmate classification levels and housing restrictions
- Housing history records
- Reports of disciplinary events and dispositions
- Grievances and dispositions
- Reports of incidents or crimes committed during confinement
- Request forms
- Special visit forms
- Court appearances, documents and the disposition of hearings
- Work assignments
- Program participation
- Visitation records
- Telephone records

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- Medical, dental, mental health, drug and alcohol screenings, assessments, treatments, medications

The inmate records shall be identified and separated according to a format developed and approved by the Jail Superintendent or the authorized designee.

206.2.2 RELEASE OF INMATE RECORDS

Inmate records are confidential and shall be used for official business only. Any release of inmate records shall be made only in compliance with a lawful court order or as authorized by state and federal law to persons having a legitimate criminal justice need, or with a consent form signed by the inmate (RCW 70.48.100). A copy of the release authorization document shall be maintained in the inmate record file.

206.2.3 ELECTRONIC RECORD MAINTENANCE

All inmate records and data maintained in an electronic format shall be accessible only through a login/password-protected system capable of documenting by name, date and time any person who has accessed the information. The Jail Superintendent or designee shall be responsible for working with the information technology personnel to ensure the security of the data.

206.2.4 RECORDS RETENTION

Inmate records shall be maintained consistent with the established records retention schedule.

206.3 INFORMATION SHARING REGARDING IMMIGRATION STATUS

No member of this office will prohibit, or in any way restrict, another member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in office records

(c) Exchanging such information with any other federal, state, or local government entity

206.3.1 NON-DISCLOSURE OF PERSONAL INFORMATION

Members shall not disclose to a federal immigration official who is investigating a non-criminal matter, nonpublic personal information about an inmate except as required by state or federal law (RCW 10.93.160).

206.4 COURTESY PHOTOCOPIES

Kittitas County Jail may provide inmates photocopying services upon written request at a cost as established by Kittitas County per page for documents that fall outside of established county records policy and applicable state law. Jail staff should make a "good faith effort" to provide this courtesy service in a timely manner, but it shall not be considered a priority over other competing routine tasks.

Inmates who are deemed indigent shall make copies by hand using paper, pencils, and or counsel.

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Key and Electronic Access Device Control

207.1 PURPOSE AND SCOPE

The control and accountability of facility keys and electronic access devices are vital factors in maintaining a safe and secure environment for inmates, staff, volunteers, contractors and the public. This policy outlines the methods that the Office will use in maintaining strict security of its keys and electronic access devices. For ease of reference, the term “key” as used in this policy includes all physical means of access to or exit from the secure areas of the facility.

207.2 POLICY

It is the policy of this office that all keys used to access secure areas of the facility or to exit the secure areas of the facility are strictly controlled. Employees and supervisors will be held accountable for the security and safety of the facility.

207.2.1 KEY IDENTIFICATION

All keys that open any doors within the facility shall be marked with unique identification codes that will allow for quick inventory. The identifying numbers or code on keys shall not correspond to numbers/codes on locks.

A separate secure document identifying all keys will be maintained by the Jail Commander.

207.2.2 KEYSET CONTENTS

Keysets issued to staff for use within the secure perimeter of the facility shall not contain any key that would permit access to areas outside the secure perimeter. The armory key shall not be permitted inside the secure perimeter.

207.2.3 KEY CONTROL

All facility keys shall be maintained in a key box within the Control Room room. This room shall have controlled access for staff only. Employees shall not duplicate, mark, alter or manufacture any key without written authorization from the Jail Superintendent or the authorized designee.

Jail staff shall, at the beginning and end of each shift, inventory the key box and its contents and record the count and type of keys in appropriate log.

Under no circumstances will security keys be made available to inmates regardless of their status.

207.2.4 LOCK POLICY

All security perimeter entrances, Control Room doors and cell doors shall be kept locked, except when used for admission or exit of employees, inmates or visitors, and in an emergency. Operators of sallyports shall ensure that only one of the doors of a sallyport is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override the doors and allow for rapid entry or exit.

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207.2.5 TESTING
Locks to security doors shall be tested for proper function at least weekly to ensure proper operation. Any malfunctions will be reported to maintenance staff.

207.2.6 EXTERIOR DOOR AND ARMORY KEYS
The armory key shall be kept in a secure location, outside of the facility's secure perimeter.

207.2.7 MISSING FACILITY SECURITY KEY
Any staff member who discovers that a key or keyset is missing shall immediately make a verbal report to a supervisor. The supervisor shall immediately initiate a search for the missing key. If a reasonable effort to locate the key fails, the supervisor shall order a lockdown of the facility. All inmates shall be locked in their cells/housing units. Inmates shall not be allowed to pass into or out of the facility without being thoroughly searched for the missing key. The supervisor shall, as soon as practicable, notify the Jail Superintendent regarding the loss of the key, when it was discovered and the circumstances involved and prepare a jail incident report.

A methodical and thorough search of the entire facility will be made by the on-duty staff. Additional staff may be called to assist with the search. If, after a thorough search, the key or keyset is not located, the Jail Superintendent will determine whether to re-key any locks that may have been compromised, and whether this should be done immediately.

The Jail Superintendent or designee shall initiate an investigation into the disappearance of the keys to reexamine the procedures for key control, and shall notify the Sheriff of his/her findings. Based upon the findings of the investigation and any recommendations, the procedures governing this policy may be amended.

207.2.8 DAMAGED KEYS OR LOCKS
Damaged keys or locks shall be promptly reported to a supervisor. No part of a broken key shall be left in the lock. All portions of the damaged key must be turned in to the supervisor, who will ensure duplicate keys are provided as needed. Damaged locks shall be replaced or repaired as soon as practicable. Appropriate security measures shall be taken until such time as the lock is properly restored. No lock to a security door or gate shall be permitted to be inoperable or left in an unsuitable condition. No inmate shall be secured in a cell, detention room or area that has inoperable locks.

207.3 KEY CONTROL RECORDS
A shift roster will be maintained for the accounting and security of all keysets. Each shift is responsible for reporting any key malfunctions or missing keysets. Key control measures shall be documented by the control room staff on logs and forms, and the records retained in accordance with established records retention schedules.

207.4 ELECTRONIC ACCESS DEVICES
Proximity cards or other devices may be issued to staff to allow access to restricted or controlled areas of the facility. In the event of a lost card or stolen device, an employee shall notify his/

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her supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.

207.5 EMERGENCY KEY SET

At least one key set containing every key for the facility shall be kept separate from all other key sets in a secure location and made quickly accessible only to the Superintendent, Shift Supervisor, or any authorized designee in the event of an emergency.

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Activity Log

208.1 PURPOSE AND SCOPE

Accurate and legible records are vital to the management of the facility. They provide a means for managers to review events and emergency situations that have occurred within the facility.

This policy provides guidance for creating and maintaining accurate and legible records necessary for the management of the facility.

This facility utilizes the Guardian RFID digital logging system. All logs are digitally recorded and saved per retention laws.

208.2 POLICY

Jail staff shall contribute to the accuracy of the Guardian RFID logging system. The logging system is a record of Jails daily activities. Employees who falsify any jail document shall be subject to disciplinary action, up to and including termination, as well as criminal prosecution.

208.3 PROCEDURES

All on duty staff shall utilize the Spartan device to log all relevant activities throughout the facility to include

All facility employees will adhere to the following procedures when preparing a master log:

In the event electronic logging is unavailable staff shall utilize written activity log.

(a) Black/Blue ink pen shall be used, unless entries are logged into an electronic record.

(b) Entries should be legible and provide sufficient detail to ensure that the log entry properly reflects the events of the day.

(c) Entries shall reflect the date and time of the event logged.

(d) Entries documented incorrectly on hand written logs shall be stricken through with one line and initialed by staff. The correct information will be added immediately following.

(e) Entries created and stored electronically shall not be modified. If corrections or changes become necessary, they shall be done by way of a supplemental entry, leaving the original entry unaltered and retrievable.

208.4 SHIFT ACTIVITY LOG

Jail staff shall enter all pertinent information into the logging system log when any of the following occur:

- Intake or releases
- Formal counts
- Safety checks, security checks and inspections.
- Cross-gender staff on duty announcements
- Strip searches

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- Meal service
- Alarms and security equipment tests
- Inmate complaint of illness or injury and the action taken
- Unusual inmate behavior
- Discovered contraband
- Activities and programs offered and the attendees
- Unusual occurrences
- Use of emergency equipment
- Any use of force
- Sanitation inspections
- Any other event deemed necessary to record

208.5 SUPERVISOR RESPONSIBILITIES

Whenever a major event in the facility requires a coordinated command response, the incident commander should designate someone to keep a running log that identifies, at minimum, the following:

- Date and time the incident began
- Specific location of the incident
- Times of significant response measures taken during the incident
- Name, identification number and time of arrival of personnel on scene
- Orders issued by the incident commander
- Significant events that occurred as a result of the incident

The above information should remain available to the incident commander throughout the event to assist with ongoing response planning.

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Administrative and Supervisory Inspections

209.1 PURPOSE AND SCOPE

The purpose of this policy is to establish both regularly scheduled and unannounced inspections of the facility's living and activity areas. This is to encourage contact with staff and inmates and to observe inmate living and working conditions. Inspections may be useful in identifying deficiencies, which can be corrected, as well as processes working properly, which may be replicated elsewhere in the facility.

209.2 POLICY

Tours and inspections shall be conducted by administrative and supervisory staff throughout the jail at least weekly to facilitate and encourage communication among administrators, managers, supervisors, staff employees, inmates and the visiting public.

209.3 INSPECTIONS

The Jail Superintendent is responsible for ensuring that scheduled and unscheduled inspections, visits and contacts are implemented to minimally include:

(a) The general conditions and overall climate of the facility.

(b) The living and working conditions of inmates.

(c) Communication between administrators, managers, supervisors, staff, inmates and the visiting public

(d) Safety, security and sanitation concerns.

(e) Inmate concerns.

(f) Meal services.

209.3.1 AREAS TO BE INSPECTED

Supervisor inspections should occur in all occupied areas of the facility on a weekly basis. Inspections should be conducted randomly and informally inspect the following areas:

- Inmate housing areas
- Booking and receiving areas, including holding cells
- Outside recreation areas
- Visiting and program areas
- Medical service areas
- Vocational work areas, e.g., the kitchen, janitorial closets
- Sallyport

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209.4 INSPECTIONS OF SECURITY EQUIPMENT

The Jail Superintendent shall be responsible for designating a qualified person to conduct weekly inspections of all security devices, identifying those in need of repair or maintenance and providing a written report of the results of the inspection. The supervisor shall document all action taken to correct identified deficiencies, including maintenance records, and shall retain those records in accordance with established records retention schedules (WAC 44-14-03005).

209.5 DOCUMENTATION AND REPORTING

Each supervisor conducting the inspection shall document the activity in the appropriate facility log. The log should include any significant findings that indicate remedial action or training may be needed. Significant issues of security or safety shall be addressed promptly. Commendable or successful actions that should be replicated elsewhere in the facility should also be noted in the log.

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Perimeter Security

210.1 PURPOSE AND SCOPE

The purpose of this policy is to establish this facility's security perimeters, to ensure that incarcerated inmates remain inside the perimeter, and that visitor, vendor, volunteer and employee access is granted only with proper authorization and through designated secured doors and sallyports. The secure perimeter of this facility will provide protection from the escape of persons being processed, held or housed, and will act as a defense against the entry of unauthorized persons. It shall also be maintained to prevent contraband from entering the secure areas of the facility.

210.2 POLICY

All entry points to the secure perimeter of the facility shall be monitored and controlled continuously by Control Room operator. The entire perimeter shall be inspected, maintained, monitored and continuously assessed to ensure its physical integrity and prevent unauthorized entry, inmate escape and contraband from entering the facility.

210.2.1 VISITORS

This facility shall be maintained as a secure area and no person shall enter any portion of the inner perimeter without specific authorization from the Jail Superintendent or the authorized designee. All visitors shall be required to provide satisfactory identification, such as a valid state-issued driver license or identification card, valid passport or military identification.

210.3 PROCEDURE

The secure perimeter shall be maintained by assigned staff as well as a contracted law enforcement agency. The Jail Superintendent or the authorized designee shall ensure that a staffing plan is in place to monitor the secure perimeter of this facility. Suspicious activity at or near the perimeter shall immediately be reported to the supervisor and Control Room. Control Room operator shall initiate an appropriate law enforcement response.

Individuals suspected to be in violation of any law may be subject to detention or arrest. Warrant checks should be conducted on all individuals who are on the property without proper authorization. Individuals found to be loitering on or around the perimeter of the facility will be stopped and questioned to determine the circumstances of their presence. They may be denied entrance into the facility.

Control Room staff shall identify all persons seeking to gain access to the secure perimeter of the facility. Persons delivering goods or services shall identify themselves to Control Room operator prior to being allowed access to the delivery area.

Materials delivered to or transported from the facility's secure perimeter shall be inspected for contraband. Vendors making deliveries into the secure area of the facility will do so under the supervision of custody staff.

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Perimeter Security

Weapons lockers are provided. All weapons must be secured prior to an individual being allowed to enter the facility.

The sallyport and the secure garage are to be used for the transfer of inmates.

Operation of the sallyport doors will be done in such a manner as to effectively control movement into and out of the secure perimeter of this facility. Control Room operator are responsible for ensuring all perimeter surveillance equipment is in good working order and shall immediately report malfunctions or failures to the on-duty supervisor.

Outer perimeter lighting should be designed to illuminate all areas of the exterior to allow visual inspection by video monitor or perimeter patrols.

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Community Relations and Public Information

212.1 PURPOSE AND SCOPE

This policy provides guidelines to custody personnel when dealing with the public or interested groups when requests are received to share information about the operations and policies of the facility.

212.2 RESPONSIBILITIES

The Jail Superintendent is responsible for ensuring that the following information is public and available to all who inquire about it. It includes:

(a) Available visitation and associated rules.

(b) Inmate phone system information including RCW 9.73.095

(c) Inmate mail information

(d) Information for posting bail including bail bondsman phone numbers

(e) Information for placing money on inmate accounts

(f) Attorney phone numbers

(g) EHM companies phone numbers

This information is to be made available at the facility clearly posted for public viewing. Additionally, a copy should be made available for use by inmates. At the discretion of the Sheriff, the information may also be made available electronically.

212.3 PROHIBITED MATERIALS

Policies, procedures and other information and materials related to the safety and security of inmates, custody personnel, the facility or the maintenance of order should not be provided as a part of the public information material unless directed by the Jail Superintendent.

212.4 TOURS OF THE CUSTODY FACILITY

Tours of this facility may be arranged through the Jail Superintendent. Authorized tours are subject to facility rules and restrictions:

(a) Persons who tour this facility must be of an appropriate age as determined by the Sheriff.

(b) A short application form must be completed and a background check for warrants will be conducted before an applicant is approved to participate in a tour.

(c) An oath of confidentiality and acknowledgement of the provisions of the Washington Public Records Act.

A record of all facility tours should be maintained in accordance with applicable retention requirements (WAC 44-14-03005).

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212.5 CONTACTING THE CUSTODY FACILITY

This office provides 24-hour telephone service to the public for information. This informational number is public and the line is staffed by trained personnel during regular business hours.

212.6 POLICY

It is the policy of the Kittitas County Sheriff's Office to protect the privacy rights of individuals while releasing non-confidential information to interested groups when requests are received. Information that has the potential to affect the safety and security of the Jail or an investigation will not be released.

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Victim Notification of Inmate Release

213.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure victims of crimes receive notice when an inmate held for those crimes is released, and that victims receive any other notification required by Washington law.

213.2 POLICY

It is the policy of this office to act in accordance with all laws regarding victim notification.

213.3 PROCEDURE

The Jail Superintendent shall ensure that a system is in place for individuals to request release notification on any inmate housed in this facility. At this time KCCC uses VINE link to provide this service.

In the event that an individual contacts this facility and requests notification on any inmate housed in this facility, staff should refer the individual to the jail roster online (Vine can be accessed through our on line jail roster) or VINE link services and provide them with the appropriate phone number.

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Inmate Work Program

214.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for developing inmate work programs that are intended to provide work opportunities for inmates and needed services to county departments.

214.2 POLICY

It is the policy of the Kittitas County Sheriff's Office to promote inmate work programs that provide work opportunities for inmates. Activities that benefit individuals, businesses or other private entities that are not considered a public works project are prohibited.

214.3 PROGRAM GUIDELINES

Any inmate work program is subject to the approval of the Jail Superintendent or the authorized designee.

Any such program shall be subject to the following guidelines:

(a) The program complies with all statutes, ordinances, regulations, labor agreements, permissions or restrictions relating to inmates whenever they are assigned to public works projects.

(b) There is an availability of inmates who, as a matter of classification, are deemed to be eligible for participation in the program.

(c) Staff assigned to manage the program should strive to develop work assignments that give inmates an opportunity to develop good work habits and attitudes that can be applied to jobs obtained after release.

(d) There shall be sufficient staff assigned to supervise inmate work crews.

(e) Inmates shall receive appropriate training for the work assignment and the use of any related tools or equipment.

(f) The inmate workday should approximate the typical workday in the community for the type of work being performed.

(g) Inmate performance while in the program should be regularly evaluated. Poor performance in the work program or violation of rules may render the inmate ineligible to participate in the work program. Any violation of work rules may result in disciplinary action that may include the loss of credits previously awarded for good behavior and work time. Inmates who do not comply with program rules, or for any reason cannot work, will be reclassified in accordance with the policies and procedures of the Kittitas County Sheriff's Office.

(h) The working conditions for any inmate must comply with all applicable federal, state or local work safety laws and regulations.

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214.4 SELECTION PROCESS

Participation in any inmate work program is strictly voluntary. A classification process that clearly describes the criteria for program participation will be developed by the supervisor in charge of the program.

Any inmate desiring to participate in a inmate work program is subject to the following:

(a) The inmate must submit to a screening process, including a criminal history check, to ensure that his/her criminal history is compatible with work in non-secure areas.

(b) The inmate must agree in writing to participate in the program.

(c) The inmate must pass a medical check by facility medical staff.

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Staffing Plan

215.1 PURPOSE AND SCOPE

The propose of this policy is to establish a comprehensive staffing plan and analysis to identify staffing needs sufficient to maintain the safety and security of the facility, staff, visitors, inmates and the public.

215.2 POLICY

It is the policy of the Kittitas County Sheriff's Office to ensure the safety, security and efficient operation of this facility by assigning custody personnel according to a detailed staffing plan that is developed and maintained in accordance with law.

215.3 STAFFING PLAN REQUIREMENTS

The Jail Superintendent shall ensure that a staffing plan conforming to the class type and size of this facility is prepared and maintained as described in the following section. The plan should detail all custody personnel assignments, including work hours and weekly schedules, and should account for holidays, vacations, training schedules and other atypical situations.

At minimum, the staffing plan will include the following:

- Facility administration and supervision
-
- Inmate supervision and custody
- Support services including medical, food services, maintenance and clerical
- Other jail-related functions such as escort and transportation of inmates

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Occupational Disease and Work-Related Injury Reporting

216.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, post-traumatic stress disorder (PTSD), and work-related injuries.

216.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - An injury, disease, PTSD, or infection while acting in the course of employment (RCW 51.08.013; RCW 51.08.100; RCW 51.08.140; RCW 51.08.142).

216.2 POLICY

The Kittitas County Sheriff's Office will address occupational diseases and work-related injuries appropriately, and will comply with applicable state workers' compensation requirements (RCW 51.28.010 et seq.).

216.3 RESPONSIBILITIES

216.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

216.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any occupational disease or work-related injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related countywide disease- or injury- reporting protocol shall also be followed.

Supervisors shall determine whether the Accident, Illness, and Injury Prevention Policy applies and take additional action as required.

216.3.3 JAIL SUPERINTENDENT RESPONSIBILITIES

The Jail Superintendent who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Sheriff, the county's risk management entity to ensure any required Department of Labor and Industries reporting is made as required in the accident, illness, and injury prevention plan identified in the Accident, Illness, and Injury Prevention Policy.

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216.3.4 SHERIFF RESPONSIBILITIES

The Sheriff shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Office shall be filed in the member's confidential medical file.

216.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Jail Superintendent through the chain of command and a copy sent to the Administration Jail Superintendent.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

216.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company, or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

216.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Sheriff with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Sheriff. The purpose of such notice is to permit the county to determine whether the offered settlement will affect any claim the county may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the county's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

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Peer Support

217.1 PURPOSE

The purpose of the Peer Support Team (PST) is to support the health and well-being of the Kittitas County Jail (KCJ) employees by providing confidential support and assistance to their peers.

The PST consists of a volunteer group of employees selected and trained to be available to any member of KCJ. This resource provides a way for our employees to talk about their personal and professional problems in confidence with someone who understands and cares.

217.2 SELECTION AND TRAINING

(a) Selection

- (a) The team Coordinator will be selected and appointed by the Jail Superintendent.
- (b) There will be 4 volunteer team members selected to participate in this program.
- (c) Team members should be members in good standing with this office, have successfully completed probation, have great communication skills and people skills. Interested members should at all times display impartiality, fairness and set an example for others to follow.
- (d) Interested staff should submit a letter of interest to the team coordinator for screening and suitability. This is a continuous process, we welcome interest at anytime for secession planning of this program.
- (e) The Team Coordinator will provide a list of suitable candidates to the Superintendent for team member consideration. Team members will serve at the will of the Superintendent.
- (f) Appointed members will report directly to the team Coordinator for direction associated with this program.

(b) Training

- (a) All training will be provided by the Sheriff's Office.
- (b) All PST members must successfully complete the standard basic peer support training certified by the State of Washington.
- (c) All PST members must successfully complete the 40-hour Crisis Intervention Training (CIT), and the 24 hour Critical Incident Stress Management (CISM) training.
- (d) Additional relevant training will occur as needed to maintain and update skills.

217.3 ROLES AND RESPONSIBILITIES

(a) Team Members

- (a) Be available to voluntarily respond at any hour to assist employees in need.
- (b) Maintain contact with the Team Coordinator regarding program activities.

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(c) Be available to employees for additional follow up support.

(d) Assure anonymity and confidentiality.

(e) The PST members are not authorized to act as a psychological counselor.

(f) Provide listening support and referral to appropriate outside resources for employees who express a need for assistance.

(b) Team Coordinator

(a) Recruit and coordinate selection of team members.

(b) Coordinate training of team members

(c) Maintain and distribute PST member lists to appropriate individuals

(d) Provide program awareness through employee orientation.

(e) Provide ongoing evaluation of the program.

(f) Ensure PST members adhere to the confidentiality procedures.

217.4 CONFIDENTIALITY

(a) Washington State RCW 5.60.060 (6) (A) protects communication with a Peer Supporter as confidential under law, with some exceptions:

(a) The Peer Support Confidentiality Law does not apply to any threat of suicide or homicide made by a participant to a PST member.

(b) Any information relating to domestic violence.

(c) Any information that is required by law or any admission of criminal conduct.

(a) If, as a result of a peer counseling session a Team member becomes aware of any of the above situations they will immediately notify the PST Coordinator. The PST Coordinator will notify the employees Sergeant for further action.

(b) No records identifying employees who utilize the program will be maintained

(c) Only PST members may claim confidentiality in their communications with other employees, and only when acting in a Peer Support Capacity.

217.5 USE OF PEER SUPPORT TEAM BY ALL EMPLOYEES

(a) Any employee involved in an incident which causes suffering of stress beyond normal levels, will be permitted immediate access to PST members.

(b) The exact nature of interaction, length of discussion, and details surrounding the incident will be considered confidential between the employee and PST member.

(c) Any employee involved in an incident as deemed by the Team Coordinator as causing stress or suffering will be scheduled a one-on-one meeting with a PST member of the employee's choice within 48 hours.

217.6 SPECIAL SITUATIONS

(a) Discipline/Investigations

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(a) If a PST member is assisting an individual who is or becomes the subject of a disciplinary investigation, the member may only help the employee in a supportive role as outlined above.

(b) They shall not ask or obtain any details about the investigation

(c) A PST member shall not provide support to a peer if the member themselves are involved in the same investigation or incident as the affected employee. Another PST member will provide support in these situations.

(d) A PST member shall not hamper or impede any investigation or attempt to act as a representative for the employee.

217.7 PROTOCOL TO REQUEST A CISM DEBRIEF OR DEFUSING

(a) Critical Incident Stress Debriefing (CISD)

(a) A meeting will take place within 48 to 72 hours (or as soon as possible) after a critical incident with personnel directly involved in the incident. It is designed to mitigate the possible adverse impact of a critical incident and to facilitate closure to the event. A CISD is staffed by a Mental Health Professional (MHP) and assigned PST members. Only those on-scene emergency responders involved in the event may attend the CISD.

(b) Defusing

(a) A brief meeting (15-30 minutes) that takes place within 8 hours of the conclusion of a critical incident/ it is composed of personnel directly involved in the incident and is staffed by one or more PST members. A defusing is a discussion of the event designed to reduce acute stress and tension levels. The defusing allows PST members to provide procedural and health related information, and assess the need for additional services.

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Wellness Program

218.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for office members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

218.1.1 DEFINITIONS

Definitions related to this policy include:

Critical incident - An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

Critical Incident Stress Debriefing (CISD) - A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

Peer support - Mental and emotional wellness support provided by peers trained to help members cope with critical incidents and certain personal or professional problems.

Peer supporter - A member or retired member of the Kittitas County Sheriff's Office who has received training to provide emotional support, moral support, and counseling to members who need those services as the result of an incident experienced in an official capacity or to deal with other stress that is impacting the member's performance of official duties. It also includes a non-employee counselor who has been designated by the Kittitas County Sheriff's Office to provide those same services (RCW 5.60.060).

218.2 POLICY

It is the policy of the Kittitas County Sheriff's Office to prioritize member wellness to foster fitness for duty and support a healthy quality of life for office members. The Office will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

218.3 WELLNESS COORDINATOR

The Sheriff should appoint a trained wellness coordinator. The coordinator should report directly to the Sheriff or the authorized designee and should collaborate with advisers (e.g., Department of Human Resources, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

(a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).

1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.

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2. When practicable, the Office should not use the same licensed psychotherapist for both member wellness support and fitness-for-duty evaluations.

(b) Developing management and operational procedures for office peer support members, such as:

1. Peer support member selection and retention.
2. Training and applicable certification requirements.
3. Deployment.
4. Managing potential conflicts between peer support members and those seeking service.
5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
6. Using qualified peer support personnel from other public safety agencies or outside organizations for office peer support, as appropriate.

(c) Verifying members have reasonable access to peer support or licensed psychotherapist support.

(d) Establishing procedures for CISDs, including:

1. Defining the types of incidents that may initiate debriefings.
2. Steps for organizing debriefings.

(e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).

(f) Verifying a confidential, appropriate, and timely employee assistance program (EAP) is available for members. This also includes:

1. Obtaining a written description of the program services.
2. Providing for the methods to obtain program services.
3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

(g) Assisting members who have become disabled with their application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).

(h) Assisting qualified members and survivors with application for other benefits, wellness support, and counseling services, as applicable, when there has been a member death.

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218.4 OFFICE PEER SUPPORT

218.4.1 PEER SUPPORT MEMBER SELECTION CRITERIA
The selection of any office peer support member will be at the discretion of the coordinator. Selection should be based on the member's:

- Desire to be a peer support member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support members.

218.4.2 PEER SUPPORT MEMBER RESPONSIBILITIES
The responsibilities of office peer support members include:

(a) Providing pre- and post-critical incident support.

(b) Presenting office members with periodic training on wellness topics, including but not limited to:

1. Stress management.
2. Suicide prevention.
3. How to access support resources.

(c) Providing referrals to licensed psychotherapists and other resources, where appropriate.

1. Referrals should be made to office-designated resources in situations that are beyond the scope of the peer support member's training.

218.4.3 PEER SUPPORT MEMBER TRAINING
Every office peer support member should complete office-approved training prior to being assigned.

218.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support members and/or peer supporters, and those directly involved in the incident.

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218.6 PEER SUPPORT COMMUNICATIONS

Although the Office will honor the sensitivity of communications with peer support members, such communications are not confidential except:

- Communications between a qualified peer supporter and a member are considered to be privileged except where allowed by law (RCW 5.60.060).
- Communications to crisis referral services by members and all records related to the communications shall be confidential except as allowed by RCW 43.101.425.

218.7 PHYSICAL WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

(a) Voluntary participation by members

(b) Allowable physical fitness activities

(c) Permitted times and locations for physical fitness activities

(d) Acceptable use of office-provided physical fitness facilities and equipment

(e) Individual health screening and fitness assessment

(f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting

(g) Standards for physical fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.

(h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)

(i) Ongoing support and evaluation

218.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee shall audit the effectiveness of the office's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Sheriff for review and consideration of updates to improve program effectiveness.

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218.9 TRAINING

The coordinator or the authorized designee should collaborate with the Lieutenant to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of office wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management
- Marriage and family wellness.
- Benefits of physical exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Lieutenant as appropriate for inclusion in training records.

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Inmate Credit For Time Served

219.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure consistency in crediting time spent in custody on matter which inmates at the Kittitas County Jail are serving sentences. Staff at the Kittitas County Jail will use resources available to them to identify appropriate credit to comply with court orders and sentencing guidelines enumerated in RCW 9.94A.505(6).

219.2 POLICY

It is the policy of this office that all inmates receive all eligible credit for time served consistent with Washington state law, court order, or any combination thereof.

219.3 APPLYING CREDIT

All inmates, if authrorized by court on sentencing paperwork, shall be given credit in (1) day increments. For the purpose of computing credit, the Kittitas County Jail considers the first (1) day increment eligible only for a a consecutive period of 20-24 hours. Credit certified by outside facilities will be granted at any rate certified by that facility.

If a specific amount of credit is directed by the court, that shall be considered the inmate's credit. All concerns regarding court ordered credit will need to be directed by the inmate to the inmate's legal counsel.

219.4 VERIFYING CREDIT

Kittitas County Jail staff shall make a reasonable effort to verify time spent on Kittitas County charges every time an inmate is transported from another detention or corrections facility. Jail staff will include the Kittitas County Prosecuting Attorney's Office and the Office of Public Defense in correspondence regarding attempts to verify credit.

Reasonable effort shall include:

- Within (24) hours of reception, staff shall contact the facility the inmate was transported from if a certificate of time spent on is not already available.

- Contact all facilities the inmate identifies should have credit for Kittitas county proceedings.

Jail staff will continue to attempt requesting credit until receipt is confirmed in writing or by successful fax. Nothing in this policy requires the jail staff to attempt more than one time if receipt is confirmed.

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Chapter 3 - Emergency Planning

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Facility Emergencies

300.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a a plan to appropriately respond to emergencies within the facility and to ensure all affected personnel receive timely training regarding emergency response. This policy is intended to protect the community, employees, visitors, inmates and all others who enter the jail, while allowing the facility to fulfill its primary purpose.

Facility emergencies related to fire will be addressed in the Fire Safety Policy.

300.2 POLICY

It is the policy of this office to have emergency response plans in place to quickly and effectively respond to and minimize the severity of any emergency within the facility.

300.3 PROCEDURE

The Jail Superintendent or designee should develop, publish and review emergency response plans that address the following:

(a) Escapes

(b) Disturbances/Riots

(c) Taking of hostages

(d) Civil disturbances

(e) Natural disasters

(f) Periodic testing of emergency equipment

(g) Other emergencies as needs are identified

The facility emergency response plans are intended to provide the staff with current methods, guidelines and training for minimizing the number and severity of emergency events that may threaten the security of the facility or compromise the safety of staff, inmates or the community.

The emergency response plans are intended to provide information on specific assignments and tasks for personnel. Where appropriate, the emergency response plans will include persons and emergency departments to be notified.

The emergency response plans should include procedures for continuing to house inmates in the facility; the identification of alternative facilities outside the boundaries of the disaster or threat and the potential capacity of those facilities; inmate transportation options; and contact information for allied agencies.

The emergency response plans shall be made available to the staff, volunteers and contractors working in the facility as needed.

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300.4 LOCKDOWN

Upon detecting any significant incident that threatens the security of the facility, such as a riot or hostage situation, staff shall immediately notify Control Room and the Sergeant. The Sergeant, or in his/her absence Corporal, may determine whether to order a partial or full lockdown of the facility and shall notify the Jail Superintendent as soon as practicable.

If a lockdown is ordered, all inmates will be directed back to their housing units/cells. All inmates in transit within the facility will either be escorted back to their housing units/cells or to another secure location (holding cell). The Sergeant should instruct any staff not directly involved in the lockdown to escort any visitors and non-essential contractors out of the facility.

A headcount shall be immediately conducted for all inmates, visitors, contractors and staff. The Sergeant shall be immediately notified of the status of the headcount. If any person is unaccounted for the Sergeant shall direct an immediate search of the facility and notify the Jail Superintendent of the situation as soon as practicable.

Facility wide lockdown is not to be used as a form of punishment. It may only be used to ensure order.

300.4.1 COMMUNICATION

If deemed necessary, the Sergeant may request that the telephone company cut, reroute or divert telephone lines for the purpose of preventing telephone communication between the inmates and any person other than a peace officer or a person authorized by the Sergeant (RCW 70.85.110 and RCW 70.85.100).

300.5 HUNGER STRIKE

Upon being made aware that one or more inmates is engaging in a hunger strike, the staff will notify the Sergeant, who will notify the Jail Superintendent. The Jail Superintendent should evaluate the basis for the strike and seek an appropriate resolution.

Should the Jail Superintendent be unable to resolve the grievance leading to the strike, the Jail Superintendent will notify the Sheriff and provide updates on the status of the hunger strike.

300.5.1 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

The Jail Superintendent or the authorized designee should notify the Responsible Physician to review, coordinate and document any medical actions taken, based upon protocols and/or at the direction of qualified health care professionals, in response to a hunger strike.

Qualified health care professionals should monitor the health of inmates involved in the hunger strike and make recommendations to the Jail Superintendent or the supervisory staff responsible for oversight of the incident.

If an inmate is engaging in a hunger strike due to a mental condition, the appropriate medical protocols for mental illness will be followed.

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300.5.2 RESPONSE TO HUNGER STRIKES
Beginning at the line staff level, a resolution to grievances should be sought at the lowest level. The Inmate Grievances Policy shall guide staff on resolving inmate grievances.

If the hunger strike remains unresolved, the Jail Superintendent may direct the appropriate staff to examine the inmate commissary purchases made in advance of the hunger strike, and to monitor commissary purchases made during the hunger strike. Additional staff should be directed to observe the cell area, including trash containers, of the inmates involved for evidence of food items purchased from the commissary and of food hoarding.

300.5.3 LEGAL GUIDANCE
If attempts to resolve the grievance are unsuccessful or not reasonably possible, the Sheriff should consider consulting with legal resources as appropriate to develop other steps to resolve the issues.

300.6 RESPONSE TO DISTURBANCES
The staff should attempt to minimize the disruption to normal facility operations caused by a disturbance by attempting to isolate the disturbance to the extent possible. The staff should immediately notify the Sergeant or the Jail Superintendent of the incident. The Sergeant or Jail Superintendent may direct additional staff as needed to resolve the disturbance.

300.6.1 NOTIFICATIONS
The Sergeant should notify the Jail Superintendent of the disturbance as soon as practicable. Based on the seriousness of the event, the Jail Superintendent should notify the Sheriff.

300.6.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS
The Jail Superintendent or the authorized designee should notify the appropriate qualified health care professionals in order to review, coordinate and document medical actions based upon protocols and/or at the direction of the Responsible Physician.

300.6.3 REPORTING
The Sergeant or Jail Superintendent should direct that an incident report be completed containing the details of the disturbance no later than the end of the shift. If appropriate, a crime report shall be initiated and prosecution sought.

300.7 RIOTS
Riots occur when an unruly inmate or inmates forcibly and/or violently take control or attempt to take control of any area within the confines of the jail.

Staff should make reasonable attempts to prevent inmate-on-inmate violence but should take measures to avoid being engulfed in the problem, thereby exacerbating the situation.

300.7.1 RESPONSE TO RIOTS
Once the area of the disturbance is secured and isolated from other areas of the facility, time is generally on the side of staff. If possible, the process of quelling the disturbance should slow

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down in order for staff to develop response plans, to ensure there are adequate facility personnel to effectively take the required actions, and that responding staff are appropriately equipped with protective gear.

Staff should evaluate their response given the totality of circumstances in any situation, but generally should not enter the space where a riot is occurring until sufficient staff members are present to safely and reasonably suppress the riot. If deemed necessary the Jail Superintendent may request the Sheriff's Office Tactical Response Team (TRT) to be called out. Nothing in this policy shall prohibit any staff member from assisting staff members who are being assaulted.

All inmates who have participated in a riot shall be separated and secured as soon as practicable. If necessary, injured inmates shall receive a medical evaluation and treatment. If the injured inmate is medically cleared to remain in the jail, he/she will be reclassified and moved to appropriate housing.

Other housing units must be secured, with sufficient staff remaining at their posts to continue to supervise the unaffected units. When the riot has been suppressed, all involved staff must immediately return to their assigned posts.

300.7.2 QUALIFIED HEALTH CARE PROFESSIONAL RESPONSE

A supervisor or the authorized designee should notify the qualified health care professionals and identify a staging area for medical emergency responders and for medical triage should it appear to be necessary.

The Responsible Physician or the authorized designee should be included in developing the response plan as it relates to the potential for a medical response, medical triage and treatment activities, and the safety and security of medical personnel during the incident.

300.7.3 NOTIFICATIONS

As soon as practicable, the Sergeant or a responsible staff member shall notify the Jail Superintendent, who in turn, shall notify the Sheriff.

300.7.4 REPORTING

The Jail Superintendent or supervisor shall direct the incident be properly documented within an incident report by the end of shift. If appropriate, a crime report will also be prepared by the responsible law enforcement agency.

300.7.5 DEBRIEFING

All responding staff, including medical responders, shall be debriefed on the incident as soon as practicable after the conclusion of the emergency incident. The staff shall examine the incident from the perspective of what worked, what actions were less than optimal and how the response to a future incident might be improved.

If appropriate, the details of the incident will be used to develop a training course for responding to facility disturbances. The goal of any debriefing process is continuous improvement. The

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debriefing should be focused on the incident and an improved response. A moderator should be used to ensure that no individual or group involved in the response is publicly ridiculed.

300.8 HOSTAGES

The Office does not recognize the taking of hostages as a reason to relinquish control of the jail environment. All staff, inmates, visitors, volunteers and contractors shall be informed of the “no hostage” policy prior to entering the facility. County employees and volunteers that have consistent contact with inmates shall sign an acknowledgment to the "no hostage" policy, which the facility shall retain.

It is the policy of the Kittitas County Sheriff's Office to use all available resources necessary to bring about a successful end to a hostage situation.

300.8.1 RESPONSE TO HOSTAGE INCIDENT

Control Room should immediately be notified at the earliest sign of a hostage incident. Control Room shall notify the Sergeant and Jail Superintendent. The Jail Superintendent will notify the Sheriff as soon as practicable.

The Sergeant or Jail Superintendent shall make every effort to ensure that the hostage incident remains confined to the smallest area possible. All door controls accessible to the inmate shall be disabled. Emergency exits that lead outside the secure perimeter shall be guarded.

300.8.2 NOTIFICATION OF QUALIFIED HEALTH CARE PROFESSIONALS

At the direction of the Sergeant or the authorized designee, the qualified health care professionals should be notified in order to identify a location and form a logistical plan for medical triage. The location also shall serve as a medical staging area for other medical emergency responders.

300.8.3 HOSTAGE RESCUE

Sheriff's Office Tactical Response Team (TRT) and negotiators shall be requested. Communications with the hostage-taker should be established by trained negotiators as soon as practicable. Hostage-taker demands for the staff to open doors will not be met. The TRT and negotiator will establish protocols for resolving the situation and implement them. The Jail Superintendent and Sheriff should be consulted regarding decisions faced by the hostage rescue team.

300.8.4 REPORTING AND DEBRIEFING

Following the conclusion of a hostage incident, the Jail Superintendent should direct that an incident report be completed by the end of the shift. All aspects of the incident should be reviewed, focusing on the incident and the outcome, with the intent of using the incident as an opportunity for continuous improvement and to identify additional training or systemic changes that may be required.

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300.9 ESCAPES

Upon being made aware that an escape may have occurred, or did in fact occur, the staff member should immediately notify Control Room. Control Room should notify the Sergeant or Jail Superintendent. As soon as practicable, the Jail Superintendent should notify the Sheriff.

Once the escape is verified and immediate actions taken inside the facility (lockdown, etc.), the Sergeant should notify all local law enforcement agencies.

300.9.1 INMATE COUNTS

As soon as the facility is fully locked down, a full inmate count should be taken. All inmates who are outside of the secure perimeter of the facility (e.g., court, work details) should be located and identified. Any missing inmate should have his/her identity disclosed and his/her facility record should be accessed by the Jail Superintendent.

300.9.2 SEARCH

Concurrent with the lockdown, the area surrounding the facility should be searched for the escapee. Areas where an inmate may be hiding or may have discarded jail clothing should be searched first. Any witnesses should be interviewed.

Staff will develop a flyer with the inmate's name, description, the inmate's latest picture, classification status and charges, and supply it to the custody staff and local law enforcement. Local law enforcement should also be given the inmate's last known address and a list of his/her associates.

300.9.3 REPORTING

The Sergeant or a designated staff member should submit an incident report to the Jail Superintendent. A crime report should also be written regarding the escape. The incident report should focus on events and physical plant weaknesses that contributed to the escape. The Jail Superintendent should review the reports, interview involved parties and develop action plans to minimize the risk of future occurrences.

300.10 CIVIL DISTURBANCES OUTSIDE OF THE JAIL

Upon being notified that jail space will be needed in response to a civil disturbance involving mass arrests, the Sergeant should notify the Jail Superintendent. The Jail Superintendent should make the determination regarding the magnitude of the event and whether it warrants notification of the Sheriff.

The size of the event may also require a lockdown, suspension of any programs that are not critical to jail operations, and/or implementation of alternate staffing plans. To accommodate the influx of inmates, the Sergeant should develop a housing plan that will not adversely affect the safety and security of the facility. Program spaces, such as exercise yards, classrooms and dayrooms, may be used to temporarily house a limited number of additional inmates.

In the event that the jail can no longer accept additional inmates without compromising the safety and security of the facility, mutual aid may be requested from allied counties.

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300.11 REVIEW OF EMERGENCY PROCEDURES

The Jail Superintendent should ensure that there is a review of emergency procedures at least annually. This review should be documented with reports submitted to the Jail Superintendent or the authorized designee within 10 days of the review for approval. This review should also include the signatures or initials of the facility staff responsible for the review. At a minimum, the review shall include:

- Assignment of persons to specific tasks in emergency situations.
- Instructions in the use of the alarm systems and signals.
- Systems for the notification of appropriate persons outside of the facility.
- Information on the location and use of emergency equipment in the facility.
- Specification of evacuation routes and procedures.

300.12 TRAINING

The staff shall be trained annually on this policy. This facility will provide emergency preparedness training as part of orientation training for all personnel assigned to the facility and for those who may be required to respond to the facility in an emergency. The staff shall also receive refresher training at least annually in the emergency response plans. The Lieutenant or authorized designee is responsible for developing and delivering appropriate initial training and annual refresher training.

Emergency planning training should occur in the form of classroom instruction (or roll call training), mock practical exercises and drills. Each type of emergency covered in the emergency response plan must be included in the training.

A lesson plan, staff training sign-up sheet with the dates and the times training should be provided, and proof of competency (testing) for each participant should be maintained by the Lieutenant.

The Lieutenant shall forward an annual report to the Sheriff and Jail Superintendent on the status of emergency response plan training. Any training deficiencies identified in this report should be rectified within 90 days of the report.

The facility emergency plan and all training shall be documented by the Lieutenant and retained in accordance with established records retention schedules.

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Emergency Staffing Plan

301.1 PURPOSE AND SCOPE

The facility must operate at all times as a safe and secure environment, regardless of staffing levels. Consequently, contingency plans must be made in advance for any staffing emergency or planned job action, regardless of the length of the staffing deficit.

The purpose of this policy is to establish roles and responsibilities for creating and implementing emergency staffing plans, providing appropriate emergency staffing training to supervisory and management personnel, and identifying an update schedule and distribution list for the plan, as identified by the Sheriff or the authorized designee.

301.2 POLICY

It is the policy of this office to be prepared to operate a safe and secure facility in the event of a staffing emergency. Staffing emergencies that could negatively affect the good order the facility may include, but are not limited to, an outbreak of infectious disease, a natural disaster or other disruption. The Sheriff, Jail Superintendent or the authorized designee shall be responsible for ensuring that an appropriate emergency staffing plan exists.

301.2.1 EMERGENCY STAFFING

In the event the Jail Superintendent becomes aware that a staffing emergency exists or may occur, staff members who are present may be ordered to remain at their posts. The Jail Superintendent will notify the Sheriff. Plans should include measures to achieve minimum staffing for the facility within four hours of a staffing emergency and may include the following operational adjustments:

- The facility may go to a lockdown. Minimum activities, including visiting, exercise and other programs will be suspended only if necessary. Meals, cleaning, medical services, court transportation and attorney visits will continue. Other activities will be assessed by the Jail Superintendent on a case-by-case basis.
- Personnel may have time-off cancelled or rescheduled for the duration of the staffing emergency.
- Staff from other areas of the office who have custody experience may be used to fill vacancies in the facility.
- Assistance from allied agencies may be requested to help management and supervisors in safely staffing the facility.
- Contracting with surrounding facilities may be necessary if adequate staffing cannot be obtained to safely operate the facility.
- In the event of a health-related staffing emergency, medical staff shall be notified in accordance with the Communicable Diseases Policy.

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301.2.2 LEGAL ASSISTANCE

Employees of this office may not participate in work stoppages or strikes (RCW 41.56.120).

In cases where the Jail Superintendent becomes aware that a work stoppage is planned or has occurred, legal counsel should be consulted for assistance in preparing the necessary legal action to either prevent the work stoppage or to cause it to cease. Immediate contact with the employees' representatives may also be necessary to prevent or conclude the job action.

301.2.3 TRAINING

The Jail Superintendent or the authorized designee should be responsible for:

(a) Establishing a distribution list for the contingency plan.

(b) Establishing a periodic review and update of the plan.

(c) Ensuring that all supervisors and managers are periodically trained on the plan.

(d) Ensuring that all supervisors and managers are provided a copy of the plan and/or a means to access it in the event of an emergency.

(e) Documenting all training.

(f) Maintaining training records for each supervisor and manager and ensuring that those personnel periodically receive appropriate update training on the plan.

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Fire Safety

302.1 PURPOSE AND SCOPE

The threat of fire and toxic smoke in the facility represents a significant risk to the safety and security of the community, the staff, inmates, volunteers, contractors and visitors. The purpose of this policy is to clearly identify and conform to applicable federal, state and/or local fire safety codes, and to establish a process of creating, disseminating and training all individuals in the facility on the emergency plans for fire safety and evacuation.

302.2 POLICY

It is the policy of this office that fire prevention strategies are a high priority.

The Jail Superintendent shall ensure that a fire alarm and automatic detection system are installed, maintained and periodically tested. Any variance, exception or equivalency issues must be approved by the fire jurisdiction authorities, and must not constitute a serious life-safety threat to the occupants of the facility.

302.2.1 FIRE CODES

The Office shall conform to all federal, state and local fire safety codes.

302.2.2 FIRE PREVENTION RESPONSIBILITY

All staff, volunteers and contractors who work in the facility are responsible for the prevention of fires. They should be trained and given the tools to carry out the tasks necessary to reduce the risk of fire.

302.3 FIRE SUPPRESSION PRE-PLANNING

The Jail Superintendent shall, in cooperation with the local fire department or other qualified entity, develop a plan for responding to a fire. The plan shall include, but not be limited to:

(a) A fire suppression pre-plan by the local fire department, to be included as part of this policy.

(b) Fire prevention, safety inspection plans and record retention schedules developed by designated staff or as required by applicable law.

(c) Documentation of all fire prevention inspections, all orders to correct and all proofs of correction should be maintained for a minimum of two years or as otherwise required by law.

(d) An evacuation plan (see the Evacuation Plan Policy).

(e) A plan for the emergency housing of inmates in case of fire.

302.4 FIRE PREVENTION EQUIPMENT

All required fire alarms, sprinklers and detection devices shall be in good working order at all times.

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Should such a device become inoperative, the Jail Superintendent or the authorized designee shall be responsible for ensuring that emergency repairs are undertaken as soon as possible and that staff is provided with an alternative emergency fire safety and evacuation plan.

302.5 FIREFIGHTING EQUIPMENT

The Jail Superintendent shall ensure that the facility is equipped with the necessary firefighting equipment (e.g. fire hoses, extinguishers) in an amount and in a location as recommended by the local fire authority or other qualified entity. The locations of firefighting equipment will be shown on the facility fire plan (schematic).

While the staff is not trained as fully qualified firefighters, the Jail Superintendent or the authorized designee will ensure that the staff is trained to initially respond to a fire with the purpose of facilitating the safety of the occupants, including evacuation, if necessary.

302.6 INSPECTIONS

The Office shall be inspected by a person/entity who is qualified to perform fire and safety inspections to ensure that fire safety standards are maintained.

The Jail Superintendent or the authorized designee shall ensure that all fire safety equipment is tested yearly.

A staff member shall be assigned to coordinate with local or state fire officials for any required inspections. The result of all fire inspections and fire equipment testing shall be provided to the Jail Superintendent and the Sheriff and maintained for a minimum of two years.

302.6.1 FURNISHINGS

All furnishings allowed in the facility shall meet standards for fire performance characteristics.

302.6.2 FLAMMABLE, TOXIC AND CAUSTIC MATERIALS

The Jail Superintendent will review the type of materials introduced into the facility to ensure that they are controlled and used safely. All such materials will be safely stored and only used by inmates under the direction of the staff.

302.7 EMERGENCY HOUSING OF INMATES

The Jail Superintendent or the authorized designee shall develop a plan for the emergency housing of inmates in the event of a fire. The plan should include procedures for continuing to house inmates in the facility, identification of alternate facilities and the potential capacity of those facilities, inmate transportation options, and contact information for allied agencies. This plan shall be reviewed annually and revised if necessary.

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Emergency Power and Communications

303.1 PURPOSE AND SCOPE

The Kittitas County Sheriff's Office Corrections Center must continue to operate as a safe and secure environment regardless of emergencies, including electrical outages. The purpose of this policy is to establish guidelines regarding back-up power and communication systems, and the inspection, preventive maintenance and testing of the systems to ensure a seamless transition in the event of a loss of power.

303.2 POLICY

It is the policy of this office to ensure that power to critical systems and communications continues to operate within the facility in the event of a loss of power.

303.2.1 PREVENTIVE MAINTENANCE

It is the responsibility of the Sheriff and Jail Superintendent to ensure that there is sufficient emergency power to operate all essential lighting, security equipment, safety equipment and communications systems. The emergency power system should have sufficient fuel to allow the facility to operate continuously for a three-day period, if necessary, without external resources.

The emergency power system should be inspected, tested and maintained as necessary. In the event that the system fails, the Jail Superintendent or Lieutenant should contact the designated maintenance authority or repair company, to obtain necessary repairs as soon as practicable. If the emergency power system cannot be repaired within eight hours, portable emergency generators should be secured as a temporary emergency power source until the repair or replacement of the primary system occurs.

303.2.2 SAFETY AND SECURITY

All safety and security equipment will be repaired or replaced in an expedited manner by qualified personnel. In the event that safety and security equipment become inoperable or damaged and it is not safe to operate a secure portion of the facility, that portion of the facility should be vacated and the inmates housed elsewhere. Or, staffing should be increased sufficiently for the area to remain safe and secure until the repair can be completed.

303.2.3 INSPECTION AND TESTING

The Jail Superintendent is responsible to insure regular testing of emergency power systems occurs. The power system manufacturer should be contacted for the required testing intervals and load information. The emergency power system should be load-tested in accordance with the manufacturer's recommendations.

All emergency equipment and systems should be regularly inspected by a qualified individual.

Power generators should be regularly inspected and tested by a qualified individual.

All testing and inspections shall be documented and the results included in a report to the Jail Superintendent.

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Evacuation Plan

304.1 PURPOSE AND SCOPE

The purpose of this policy is to promote planning and to establish procedures, responsibilities and training requirements for the staff of the Kittitas County Sheriff's Office Jail in case of fire and other emergency evacuations.

304.2 POLICY

The community, staff, volunteers, contractors and inmates should have a well-researched and validated evacuation plan that can be implemented in the event any portion of this facility requires evacuating due to an emergency (e.g. fire, smoke, flood and storm). All custody staff should be knowledgeable about the evacuation plan, policy and procedures.

304.3 EVACUATION PLAN

The Kittitas County Sheriff's Office maintains an evacuation plan to be implemented in the event of a fire, natural disaster or other emergency. At minimum the evacuation plan shall address the following:

- Location of facility floor plans and building plans
- Procedures on how inmates are to be released from locked areas
- Relocation areas to be used for housing inmates in the event of a full or partial evacuation
- Notifications
- Training and drill requirements for staff
- Reporting requirements

The Jail Superintendent should ensure that the evacuation plan is maintained and updated as needed and is reviewed for accuracy at least annually.

A current copy of the evacuation plan shall be maintained in the Administration office and in the command area of each annex facility.

304.3.1 EXITS

All exits in this facility should be distinctly and permanently marked. Exit signs and directional arrows for traffic flow will be clearly visible and maintained in all public areas of the facility.

Except for temporary reasons, such as maintenance or repairs, all exits to the facility shall remain free from obstacles at all times regardless of the frequency of use. It is the duty of all staff to remove any obstructions that block, either partially or completely, staff’s ability to observe or use any exit.

All housing areas and places of assembly that are designed for occupancy of 50 individuals or more shall have two available exits.

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304.3.2 EVACUATION PLANS AND ROUTES
Plans for evacuation routes will be posted in all public areas of the facility. All custody staff will be familiar with evacuation routes for inmates.

304.3.3 EMERGENCY HOUSING OF INMATES
The Jail Superintendent or the authorized designee shall develop a plan on the emergency housing of inmates in the event of a full or partial evacuation of the facility. The plan will address when inmates should be housed in place, identification of alternate facilities and the potential capacity of those facilities, inmate transportation options, and contact information for allied agencies. This plan shall be reviewed at least annually and revised if necessary.

304.4 TRAINING DRILLS
The Jail Superintendent should ensure that drills of the evacuation plan are conducted at least annually..

Drills should be designed to ensure that all staff members are proficient in their duties during each type of evacuation. Each drill should be documented as to its scope and participants. Upon completion of the drill staff will participate in an evaluator led debriefing session for continuous improvement.

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Chapter 4 - Inmate Management

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Population Management System

400.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of inmate population accounting that promotes the safety and security of the facility on a daily operational basis. It assembles data that enables the Office to forecast staffing and facility growth needs into the future, and to plan for the associated expenditures.

400.2 POLICY

It is the policy of this facility that an inmate population management system should be established and maintained to account for the admission, processing and release of inmates. The Jail Superintendent or the authorized designee is responsible for ensuring that detailed daily reports of the facility's inmate population are maintained and accessable when needed. The reports shall reflect the average daily population of inmates by categories of male, female. The Sheriff or the authorized designee should maintain the data in an accessible format for historical purposes, trend analysis and to respond to funding opportunities.

400.2.1 DATA COLLECTION

For each reporting period, the report should include, but will not be limited to:

(a)

(b) Daily population

(c) Number or percentage of:

1. Bookings
2. Male inmates
3. Female inmates

The Jail Superintendent or the authorized designee is responsible for ensuring that all required information is supplied to the Washington Association of Sheriffs and Police Chiefs.

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Reception

401.1 PURPOSE AND SCOPE

This policy establishes guidelines for admission, including implementing security measures, processing initial classification, processing immigration detainers, identifying medical and mental health issues, seizing and storing personal property, and providing intake telephone calls.

401.2 POLICY

This office shall use the following standardized guidelines when receiving individuals to be booked into this jail to maintain security and to respect individuals' civil rights.

401.3 PRE-BOOKING SCREENING

All individuals shall be screened prior to booking to ensure each individual is physically acceptable for admission and that all arrest or commitment paperwork is present (see the Medical Screening Policy). Required paperwork includes, as applicable:

(a) Arrest reports

(b) Probable cause declarations

(c) Warrants or court orders

(d) Victim notification information

(e) Documentation of needs related to religious practices, such as diet, clothing, and appearance (see the Religious Programs Policy)

(f) Accommodation requests related to disabilities (see the Inmates with Disabilities Policy)

(g) Information regarding suicidal statements or actions, or assessments of suicide risk

(h) Medical and mental health records

Any discrepancies in required paperwork should be resolved or missing documentation located before accepting the individual for booking from the arresting or transporting deputy.

Prior to accepting custody of an individual who claims to have been arrested due to a mistake of identity or an individual who claims that identity theft led to the issuance of a warrant in the individual's name, members shall make reasonable efforts to investigate the claim of identity fraud or mistake. Members shall notify a supervisor when an individual makes a claim of mistaken identity or identity fraud.

401.3.1 RECEIVING ARRESTEES

The Jail Superintendent should ensure that policies and procedures related to the admission process are to be communicated to law enforcement agencies which commonly bring arrestees to the jail for booking, including:

(a) Arrestees in urgent need of medical attention should not be transported to this facility.

(b) Arrestees brought to this facility should be properly restrained.

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(c) Transporting officer should stay until the arrestee has been searched, screened and accepted.

(d) All information relevant and necessary to safely process and house the arrestee shall be requested from transporting officer.

401.4 SEARCHES BEFORE ADMISSION

The Jail Superintendent shall be responsible for designating which items will be considered contraband, approved personal property, and excess personal property, and for creating procedures regarding the disposition of each category of property.

All individuals and their property shall be searched for contraband before being accepted for booking. All contraband items will be handled according to jail procedures. Items of possible evidentiary value may be turned over to the arresting or transporting deputy for processing or be processed according to the jail's rules for handling evidence (see the Disposition of Evidence Policy). Approved personal property should be accepted. Items not approved should be returned to the arresting or transporting deputy prior to the individual being accepted for booking, or disposed of according to jail procedures. A description of the items returned to the arresting or transporting deputy shall be documented in the individual's booking record.

Searches shall be conducted in accordance with the Searches Policy.

401.5 ADMISSION PROCESS

A unique booking number shall be assigned to each individual specific to the current admission. Photographs and fingerprints shall be taken (RCW 43.43.735).

Members facilitating the admission process should attempt to gather a comprehensive record of each individual, including the following:

- Identifying information, including name and any known aliases or monikers
- Current or last known address and telephone number
- Date and time of arrest
- Date and time of admission
- Name, rank, agency, and signature of the arresting deputy and transporting deputy, if different
- Health insurance information
- Legal authority for confinement
- Sex
- Gender identity
- Age
- Date of birth
- Race

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- Height and weight
- Occupation and current or most recent employer
- Emergency contact, including name, address, telephone number, and relationship to the individual
- Driver license number and state where issued or state identification number
- Social Security number
- Additional information concerning special custody requirements or special needs
- Local, state, and federal criminal history records
- Notation of any unique marks or physical characteristics, such as scars, birthmarks, or tattoos
- Medical clearance, if applicable
- Suicide risk
- Inventory of all personal property, including clothing, jewelry, and money
- A record of personal telephone calls made at the time of booking or the opportunity to place calls if the calls were not made
- Name of booking staff member
- Records related to past periods of detention at the jail

Members shall not inquire or collect information about an individual's immigration or citizenship status or place of birth unless there is a direct connection between the information and an investigation into a violation of state or local criminal law (RCW 10.93.160). Members shall be instructed to leave fields or check boxes on forms blank if related to place of birth, immigration or citizenship status, and national origin.

401.5.1 LEGAL BASIS FOR DETENTION

Individuals admitted to the jail shall be notified of the charge or other legal basis of confinement in a language they understand.

401.5.2 MISSING PERSON REPORT

When completing the admission process, if information from the National Crime Information Center, Washington Crime Information Center, or similar authority reveals that the individual is the subject of a missing person report, the Kittitas County Sheriff's Office shall notify the agency with original jurisdiction for the missing person report that the individual is in custody (RCW 68.50.320).

401.5.3 TRIBAL LAW ENFORCEMENT NOTIFICATION

If an individual's criminal history records show that the individual is a tribal fugitive and the subject of an arrest warrant issued by a noncertified tribe, the Kittitas County Sheriff's Office shall notify the tribal law enforcement agency that the individual is in custody, the reason for the detention, and the anticipated date of release, if known (RCW 10.32.010; RCW 10.32.030).

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401.6 TRANSITION FROM RECEPTION TO PRE-CLASSIFICATION HOUSING

Pre-classification housing is considered temporary holding for newly booked inmates based on information readily available to booking staff to include, but not limited to current charges, past history at this facility, and observations at intake until a more thorough review of varying factors has been completed by the classification team. Pre-Classification housing may consist of Holding Cells, individual cell, or dormitory style.

The booking officer is responsible to assess each arrestee's immediate situation in order to determine the type of pre classification housing most appropriate.

401.6.1 MONITORING FOR SIGNS OF INTOXICATION AND WITHDRAWAL

Members should respond promptly to an individual's complaint of symptoms and remain alert to signs of drug and alcohol overdose and withdrawal, which include but are not limited to sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing, and generalized aches and pains. Any member who suspects that an individual may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify the Sergeant and the appropriate medical staff.

401.6.2 SEPARATION

Individuals should be kept separate from admitted individuals during the admission process. When justified, individuals may be moved to administrative segregation during the booking process (see the Special Management Inmates Policy).

Newly admitted individuals should be separated according to the jail's classification plan (see the Inmate Classification Policy).

401.7 PROPERTY CONTROL

All approved personal property received from individuals at the time of booking shall be inventoried. A receipt referencing the individual's booking number should be signed by the individual and the booking member. The original copy of the property receipt should be retained and placed in the individual's file and/or with the property. A second copy should be presented to the individual at the time of booking. Excess personal property shall be handled according to jail procedures.

401.7.1 VERIFICATION OF INMATE'S MONEY

All monies belonging to the inmate will be verified in front of the inmate. The monies will then be fed into the lockdown kiosk and logged onto the inmates account. Any cash not accepted by the lockdown machine will be checked for counterfeit status. If the bill is found to be counterfeit, the deputy will handle the bill as evidence and make the appropriate notification to local law enforcement for investigation. If the bill appears real but is not be accepted by the machine, the deputy will secure the bill in a white envelope initialed by 2 verifying employees. the envelope will be placed in the inmates property storage.

Negotiable checks or other instruments and foreign currency should also be placed in the inmate property with the amount indicated but not added to the cash total. Jewelry and other small property

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should also be placed in an envelope. All envelopes should clearly indicate the contents on the front. Should any money be withdrawn or added to the cash envelope, the person making the change shall enter the new amount below the original entry and initial it. The total amount of money in the envelope should always be computed and written on the outside of the envelope.

401.7.2 PROPERTY STORAGE

All approved property should be stored in a secure storage area. Only authorized personnel may access the storage area and only for the purpose of depositing or retrieving property, or to conduct authorized work, including maintenance and other duties as directed by the Jail Superintendent.

401.8 INMATE TELEPHONE CALLS

. Every inmate detained in this facility should be afforded the opportunity to make a phone call from booking within a reasonable amount of time after arrival. The calls may be of a duration that reasonably allows the inmate to make necessary arrangements for matters that he/she may be unable to complete as a result of being arrested. The calls are not intended to be lengthy conversations and the custody staff may use their judgment in determining the reasonable duration of the calls. If it is determined that the person is a custodial parent with responsibility for a minor child, the person shall be entitled to make such additional telephone calls as reasonably necessary for the purpose of arranging care for the minor child.

401.8.1 TELEPHONE CALL PROCEDURES

The Office will pay the cost of local calls. Long distance calls will be paid by the inmate, using calling cards or by calling collect.

Calls between the inmate and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded (RCW 9.73.095(4)).

The provisions of RCW 9.73.095 shall be posted in bold block type in a conspicuous place within the custody facility.

401.8.2 ONGOING TELEPHONE ACCESS

Ongoing telephone access for inmates who are housed at this facility will be in accordance with the Inmate Telephone Access Policy.

401.9 SHOWERING AND CLOTHING EXCHANGE

Individuals may be required to shower before being dressed in clean jail clothing. Showering should occur before transfer from the temporary holding area to a housing unit (see the Inmate Hygiene Policy).

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Inmate Counts

402.1 PURPOSE AND SCOPE

Inmate counts are vital to the security of the facility, the safety of the staff and the welfare of the inmates. This policy establishes guidelines for the frequency of inmate counts, which ensures that all inmates and their status can be accounted for at any time.

402.2 POLICY

It is the policy of this office to account for all inmates within and under the control of this facility through scheduled and other counts as needed.

402.3 PROCEDURE

The Jail Superintendent or the authorized designee shall be responsible for creating and maintaining a written procedure establishing the process and frequency of counts. Inmate counts shall be conducted at least once every shift. Emergency counts may be conducted at the direction of the Supervisor as needed. Electronic counts shall not be substituted for direct staff observation.

All counts shall be documented on the daily activity log and verified by the Control Room Operator . Counts shall include all inmates in custody, including those on work assignments, work/school release and those who are off-site, such as the hospital or court.

Any discrepancy in the count should immediately be reported to the Jail Superintendent and resolved prior to the release of the shift personnel responsible for the count. A formal count in which all inmates are personally identified by a deputy should be conducted once per shift at a time established by the Jail Superintendent. The result of the formal count will be used to calculate the average daily population statistics for the facility.

In the event that an escape is discovered during the inmate count, the Supervisor will initiate action to investigate the escape by promptly notifying law enforcement agencies and the Jail Superintendent, initiating a search, and complying with other procedures as needed in accordance with the Facility Emergencies Policy.

A complete report of the incident will be prepared and provided to the Jail Superintendent and Sheriff as soon as practicable.

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Inmate Handbook and Orientation

403.1 PURPOSE AND SCOPE

This policy provides for the orientation of inmates booked into the Kittitas County Sheriff's Office facility. The purpose of the orientation is to inform inmates of the jail routine, rules, inmate rights and services.

403.2 POLICY

The Jail Superintendent shall provide an effective method of orienting all incoming inmates that includes an inmate handbook. The orientation should take place within 24 hours of an inmate’s admission and in any event prior to the inmate being moved to general population housing, and should be an ongoing process in the housing area so that the information is available to the inmates throughout their entire time in custody.

403.3 FEMALE INMATES

Information regarding the use of restraints on inmates who are pregnant, in labor, or in postpartum recovery should be provided to all female inmates of childbearing age during intake (RCW 70.48.500; RCW 70.48.501).

403.4 INITIAL ORIENTATION

To assist with the inmate's transition into a custody environment, the orientation will include the following topics, supplemented by a more detailed inmate handbook that will be provided to each inmate:

(a) Jail rules and disciplinary sanctions

(b) Correspondence, visiting, and telephone rules

(c) Availability of personal care items and opportunities for personal hygiene

(d) Inmate grievance procedure, including all steps and deadlines necessary to exhaust the grievance process

(e) Co-pays, fees, and charges

(f) Medical, dental, and mental health services

(g) Possibilities for pretrial release

(h) Programs and activities, including application procedures

(i) Classification/housing assignments and appeal procedures

(j) Court appearance, where scheduled, if known

(k) Sexual abuse and sexual harassment information, including the following (28 CFR 115.33):

1. Jail's zero-tolerance policy
2. Prevention and intervention

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3. Instruction on how inmates can avoid being victims of sexual abuse and sexual harassment through self-protection techniques
4. Reporting sexual abuse or sexual harassment incidents, including how to report such incidents anonymously
5. Treatment and counseling for victims of sexual abuse or sexual harassment
6. Mailing addresses and telephone numbers, including toll-free hotline numbers, where available, of local, state, or national victim advocacy or rape crisis organizations (28 CFR 115.53)
7. Information regarding confidentiality, monitoring, and mandatory reporting

(l) Contacting foreign consuls

(m) Requests for religious accommodations

(n) Emergency procedures (e.g., fires, evacuations)

(o) Voting, including registering to vote

(p) A list of approved items that inmates are permitted to possess

(q) A list of contraband items and definitions of excess property

(r) Privileged mail as opposed to personal mail

In addition to English, orientation information will be provided in the most commonly used languages for the inmate population.

The Jail Superintendent should consider enlisting the assistance of volunteers who are qualified and proficient in both English and the language in which they are providing translation assistance to translate the orientation information. Use of outside translation sources may also be considered.

Interpretive services will be provided to inmates who do not speak English or any of the other languages in which the orientation information is available.

A written and signed acknowledgment of the orientation and receipt of the handbook should be maintained in the inmate's permanent file (28 CFR 115.33).

403.5 ORIENTATION FOR NON-READERS, VISUALLY IMPAIRED, AND DEAF OR HARD-OF-HEARING INMATES

Inmates who cannot read, are visually impaired, or have intellectual, psychiatric, or speech disabilities, or limited reading skills shall have materials read to them by a member or presented to them using audible recorded media (28 CFR 115.16).

Inmates who are deaf or are hard of hearing shall be provided with interpretation services. Reasonable efforts should be made by the members to assist the inmate in understanding the information.

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Inmate Safety Checks

404.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a requirement for conducting visual safety checks at least every 60 minutes for all inmates, and for creating and maintaining a log to document all safety checks.

404.2 POLICY

It is the policy of the Kittitas County Sheriff's Office that all correctional staff shall conduct safety checks at least once every 60 minutes on all inmates, or more frequently as determined by inmate custody status and/or housing classification.

Safety checks shall be made through direct visual observation. Cameras and monitors may supplement the required visual observation safety checks but they shall not replace the need for direct visual observation. Safety checks will be clearly documented on permanent logs in accordance with the office Master Log.

404.3 SAFETY CHECKS

The staff shall adhere to the following procedures when conducting safety checks:

(a) Safety checks shall be conducted at least every 60 minutes and more frequently if necessary.

(b) Safety checks shall be conducted on an irregular schedule (staggered) so that inmates cannot predict when the checks will occur.

(c) Safety checks shall be done by personal observation of the corrections officer and shall be sufficient to determine whether the inmate is experiencing any stress or trauma.

(d) Cameras and monitors may supplement the required visual observation safety checks but they shall not replace the need for direct visual observation.

(e) Safety checks will be clearly documented on permanent logs in accordance with the Master and Floor Log policy.

(f) Actual times of the checks and notations should be recorded on the Master and floor logs.

(g) Log entries shall never be made in advance of the actual check. Log entries made in this manner do not represent factual information and are prohibited.

(h) Special management Inmates may be checked more frequently as detailed in the Special Management Inmates Policy.

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Special Management Inmates

405.1 PURPOSE AND SCOPE

Inmates who pose a heightened risk to themselves or others require special management, including frequent interaction and increased supervision by staff. Interaction with special management inmates is essential to maintaining a safe, secure and humane environment. This policy establishes guidelines and procedures for interacting with special management inmates in the custody of the Kittitas County Sheriff's Office.

405.1.1 DEFINITIONS

Definitions related to this policy include:

Administrative segregation - The physical separation of an inmate who repeatedly harasses or is prone to assault staff or other inmates. This is a non-punitive classification process.

Protective custody - A level of custody either requested or required for an inmate's protection from others or one who is mentally deficient.

Medical segregation - Physical separation of an inmate in need of medical isolation.

Intensive Management Segregation (IMS) - Separation from the general population. This is a result of disciplinary action in which the inmate has been found to have committed a rule violation.

Special management inmate - An inmate who falls into either of the previously mentioned classifications.

405.2 POLICY

This office shall provide for the secure and segregated housing of any inmate, but shall not impose more deprivation of privileges than is necessary to obtain the objective of protecting the inmate, staff or the public. Inmates in housing as defined in this policy will not be isolated within their cell for more than 22 hours per day unless extenuating circumstances would dictate revocation of that time with approval from the on-duty supervisor and documented in the appropriate logs.

405.3 SPECIAL MANAGEMENT INMATES HOUSING CRITERIA

The safety and security of this facility is dependent on a classification system that identifies inmates who pose a risk to themselves or to others. Inmates who pose such a risk must be promptly and appropriately segregated from the general inmate population until such time that they no longer pose a risk. Staff must have the ability to promptly segregate these inmates pending further review.

Individuals who may be classified as special management inmates include, but are not limited to, inmates who are:

- In protective custody or court-imposed segregation.
- An escape threat.
- A serious violence threat.

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- Known to have gang affiliation.
- A known management problem.
- A suicide risk.
- Exhibiting medical issues.
- Physically impaired.

405.4 CIRCUMSTANCES REQUIRING IMMEDIATE SEGREGATION

Inmates will generally be assigned to segregation through the classification process. Staff has the authority to immediately place any inmate into segregation when it reasonably appears necessary to protect the inmate or others (see the Disciplinary Segregation Policy).

Reasons that an inmate may be placed into immediate segregation include the following:

(a) The inmate requests protection or is under court-ordered protection, or the staff has determined that the inmate requires protection.

(b) There is reason to believe the inmate poses a danger to him/herself or others.

(c) The inmate poses an escape risk.

(d) The inmate requires immediate mental health evaluation and medical housing is not reasonably available.

(e) The inmate is charged with a disciplinary infraction and is awaiting a disciplinary hearing. In the judgment of the staff, the inmate may become disruptive or dangerous if left in general population.

(f) The inmate is in the process of being transferred to another facility.

(g) Other circumstances where, in the judgment of the staff, the inmate may pose a threat to him/herself, others or the security of the facility.

405.4.1 REVIEW PROCESS

The supervisor shall be notified when any inmate is placed in immediate segregation and shall be informed of the circumstances leading to the order to segregate. Within 72 hours of the inmate being placed into segregation, the Jail Superintendent or the authorized designee must review the circumstances surrounding the segregation to determine which of the following actions shall be taken:

(a) The inmate is designated for administrative segregation.

(b) The inmate is designated for protective custody.

(c) The inmate remains segregated pending a disciplinary hearing.

(d) The inmate is returned to general inmate population.

405.5 PROTECTIVE CUSTODY

The staff member responsible for assigning classifications to incoming inmates shall clearly document the reason an inmate should be placed into protective custody. Inmates in need of

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protective custody may be placed in a segregation unit when there is documentation that the protective custody is warranted and segregation is the least restrictive alternative reasonably available.

Inmates who are in protective custody shall receive all services and programs that are available to inmates housed within the same living area and that are deemed a privilege. Some restrictions on privileges may apply based on housing availability and classification status within the housing area. Any deviation from allowing usually authorized items or activities shall be documented on the inmate's file.

405.6 MAINTENANCE OF PRIVILEGES

Inmates who are classified for housing in administrative segregation or protective custody shall, at a minimum, be allowed access to programs and services including, but not limited to, the following:

- Inmate telephones
- Family visitation
- Educational programing appropriate to the inmate classification
- Access to commissary services
- Library and law library services
- Social services
- Faith-based guidance, counseling and religious services
- Recreation activities and exercise
- Social and professional visits

Nothing in this policy prohibits changing the delivery of programs or services to segregated inmates in order to provide for the safety and security of other inmates and staff.

405.7 REVIEW OF STATUS

Classification staff shall review the status of all inmates who are housed in **medical segregation** every week. The review will consist of an evaluation by medical staff to determine whether their segregation status is still warranted. This evaluation will be documented by medical staff and placed in the inmates medical file.

Inmates designated for **administrative segregation** shall be reviewed by classification staff every 30 days. The review should include information about these inmates to determine whether their status in administrative segregation is still warranted. A report will be documented by classification staff and submitted to a supervisor for review prior to filing. The inmate designated for Administrative Segregation shall be provided written notice for the decision with the ability to appeal within 5 calendar days of the notice. The appeal should be directed to a Sergeant who shall provide a formal decision within 14 business days. Inmates may appeal the Sergeants decision to the Lieutenant within 5 calendar days. The Lieutenant shall provide a final decision within 14 business days.

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If other reasonable housing options exist that will provide for the safety of the inmate, the inmate should be moved out of segregation. In reviewing an alternative housing decision, the safety of the inmate shall receive the utmost consideration.

405.7.1 STATE INMATES

The following procedures are required for all state facilities. Local facilities may be required to follow these procedures if housing state prisoners under contract.

Immediately after placement in non-disciplinary segregation, the Sergeant or the authorized hearing officer will inform the inmate in writing of the reason for the inmate's segregation and the date, time and place of the initial review meeting.

Within two days of placement in segregation, the Jail Superintendent, Sergeant or the authorized hearing officer will meet with the segregated inmate and give the inmate an opportunity to respond to the written reasons for the inmate's segregation placement. The Sergeant or authorized hearing officer will submit a report to the Jail Superintendent that shall include the reasons for segregation, the inmate's response and any information supporting protective custody, special restrictions, monitoring of special medications or diets and a recommendation of whether to continue the segregation (WAC 137-32-010).

405.8 HEALTH EVALUATION REQUIREMENTS

If an inmate presents signs of medical, mental health or dental needs that may be negatively affected by segregation the Sergeant shall ensure that the following occurs:

(a) A qualified health care professional shall review the inmate's health record to determine whether existing medical, dental or mental health needs contraindicate the placement or require special accommodations.

(b) If contraindications or special accommodations are noted, the qualified health care professional shall inform the Sergeant and coordinate the appropriate plan for the inmate based on the safety needs of the facility and the medical needs of the inmate.

405.8.1 HEALTH CONSIDERATIONS

Due to the possibility of self-inflicted injury and depression during periods of segregation, health evaluations should include notations of any bruises and other trauma markings and the qualified health care professional's comments regarding the inmate's attitude and outlook.

A qualified health care professional shall be available for weekly visits for a mental health evaluation based on staff recommendation or inmate request.

405.9 SAFETY CHECKS

Safety checks shall follow the procedure set out in the Safety Check policy.

Inmates who are at risk of suicide or have a history of self-harm shall be be personally observed by the staff every 15 minutes until seen by a qualified health care professional. Subsequent supervision routines should be in accordance with orders provided by the qualified health care professional.

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405.10 LOG PROCEDURES

For inmates placed on a suicide watch handwritten logs should be completed in ink which encompass the inmate's time in segregation. Once an entry is made it should not be modified. If corrections or changes are needed a single line should be drawn through the information with the officer's initials next to it and the correct information written after. Electronically captured logs will be maintained in a way that prevents entries from being deleted or modified once they are entered. Corrections or changes must be done by way of supplemental entries. At a minimum the log will contain the following:

- Inmate name
- Inmate identification number
- Housing location
- Classification status
- Date admitted
- Date and time of entry and exit from the cell
- Counseling for behavior

Log entries should be legible, entered promptly and provide sufficient detail to adequately reflect the events of the day for future reference.

The date and time of the observation or incident and the name and identification number of the staff member making the log entry shall be included on each entry.

Supervisors should review the logs frequently during the shift and enter comments as appropriate.

All safety checks will be documented in detail and should include the exact time of the safety check and the identification information of the employee conducting the check.

405.10.1 LOG INSPECTION AND ARCHIVAL OF LOGS

The Sergeant shall review and evaluate the logs and pass any significant incidents via the chain of command to the Jail Superintendent for review.

The log will be retained by the Office in accordance with established records retention schedules, but in no case less than one year.

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Juvenile Housing

406.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the safety and security of juvenile inmates who are being prosecuted as adults and housed in the Jail.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile - A person under the age of 18.

406.2 POLICY

It is the policy of this office to prohibit the housing of juveniles, except when the juvenile is being prosecuted as an adult.

406.3 EDUCATION

Juvenile inmates should be provided with sufficient hours of educational programming per day to mitigate any disruption to their current schooling and/or to comply with any legal requirements. The Jail Superintendent should consult with the appropriate education authorities to provide these opportunities.

An education program shall be made available to juvenile inmates at the Jail through the local school district (RCW 28A.194.010). The Jail Superintendent shall ensure that a written contract is executed as provided in RCW 28A.194.060 with each education provider.

To support the education programs required by law, the Jail Superintendent shall ensure that appropriate space, equipment and security is maintained for the education program (RCW 28A.194.050).

The Jail Superintendent shall notify the appropriate school district within five school days whenever an eligible juvenile inmate is incarcerated in this facility and provide medical and mental health records necessary for a determination by the school district of the educational needs of the juvenile inmate (RCW 28A.194.050).

406.4 JUVENILE LIAISON OFFICER

The Jail Superintendent or the authorized designee should appoint a specialized juvenile liaison officer. This officer should inform those who are responsible for supervision of the juvenile about any information developed during the classification process that indicates the minor presents a risk or is a hazard to him/herself or others. The juvenile liaison officer should work with staff to ensure that the special needs of juveniles are addressed.

The juvenile liaison officer will also ensure that medical and mental health staff members are notified of any special needs of the juvenile. Deputies responsible for supervising juveniles shall pay close attention to the juvenile for any sign of suicide risk, as outlined in the Suicide Prevention and Intervention Policy.

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406.4.1 DATA COLLECTION FOR THE WASHINGTON DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

The juvenile liaison officer should facilitate the data collection required by the Washington Department of Children, Youth, and Families regarding juveniles confined in the jail as required under RCW 13.04.116.

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Management of Weapons and Control Devices

407.1 PURPOSE AND SCOPE

This policy will address the availability and control of weapons.

407.2 POLICY

It is the policy of the Kittitas County Sheriff's Office that the presence and the use of weapons in the jail will be tightly controlled and supervised to reduce the potential for injury. Staff will only carry and use those weapons for which they have been trained in and are qualified to use.

407.3 FIREARMS

With the exception described below, armed personnel shall secure all firearms in gun lockers located at the entry points prior to entering the secure perimeter. Firearms shall not be stored inside the secure perimeter at any time. Firearms shall only be allowed in the secure perimeter of the facility when it is necessary to protect the safety and security of staff, inmates, contractors, volunteers or the public.

Firearms shall only be allowed inside the secure perimeter with the approval of the Jail Superintendent or authorized designee and under the direct supervision of a supervisor.

407.4 OTHER WEAPONS, TOOLS AND CHEMICAL AGENTS

Office-approved weapons, tools and chemical agents, including, but not limited to, pepper projectiles, batons, TASER devices, impact weapons, weapon-fired projectiles, noise/flash distraction devices, sting grenades and similar devices, may be possessed and used only by custody staff members who have received office-authorized training and are qualified to use them.

Office-approved weapons, tools and chemical agents shall only be allowed inside the secure perimeter with the approval of the Jail Superintendent or the authorized designee.

407.5 STORAGE OF WEAPONS, CHEMICAL AGENTS AND CONTROL DEVICES

The armory shall be located in a secure and readily accessible repository outside of inmate housing and activity areas. It shall be secured at all times. Access to the armory shall be limited by the Jail Superintendent or the authorized designee. Only personnel who have received office-approved training in the maintenance of the stored equipment and who have been designated by the Jail Superintendent are authorized to be inside the armory.

The following equipment shall be stored and secured in the armory:

(a) All office-approved weapons

(b) All office-approved control devices and associated supplies, with the exception of the TASER device

(c) All security equipment, such as helmets, face shields and stab or protective vests

(d) All office-approved chemical agents

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Explosive materials will be stored in a safe approved by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and in compliance with 27 CFR 555.201 et seq.

407.5.1 WEAPONS LOCKER

There should be a secure weapons locker located outside of the secure perimeter of the jail.

407.5.2 INVENTORY

The Jail Superintendent should designate one or more properly trained staff to be responsible for maintaining all weapons, chemical agents and control devices in a safe and secure manner, and to inventory and report the condition and availability of the facility's weapons and control devices on a monthly basis.

To facilitate the inventory, all weapons, chemical agents and control devices shall be stored in assigned locations inside the armory. A log sheet shall be maintained within the armory at all times, detailing the exact location of each item. The removal of any weapon, chemical agent or control device shall be documented on the log sheet, showing who removed the item, the date and time of removal and the reason for removal. An additional log entry shall be made indicating the date and time of the item's return.

The Lieutenant and the Jail Superintendent shall be immediately notified in the event that any weapon, chemical agent or control device is determined to be missing. An immediate and thorough search of the facility shall take place in order to locate the item.

407.5.3 REVIEW, INSPECTION AND APPROVAL

Every control device and chemical agent will be periodically inspected for serviceability and expiration dates by the Rangemaster or the instructor designated to train on the use of a particular control device or chemical agent. The Rangemaster or the designated instructor is responsible to ensure replacement of outdated or unserviceable items.

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Inmate Classification

408.1 PURPOSE AND SCOPE

This policy describes the Kittitas County Sheriff's Office’s classification process, which is designed to identify security and health issues so that inmates may be held in such a way as to foster a safe and secure facility.

408.1.1 DEFINITIONS

Definitions related to this policy include:

Civil detainee - Any person held in custody for a reason other than for criminal matters.

408.2 POLICY

It is the policy of this office to properly classify inmates according to security and health risks so that appropriate supervision, temporary holding and housing assignments may be made.

408.3 CLASSIFICATION PLAN

The Jail Superintendent or authorized designee should create and maintain a classification plan to guide staff in the processing of individuals brought into the facility.

The plan should include an initial screening process, as well as a process for determining appropriate housing assignments (28 CFR 115.42). The plan should include use of an objective screening instrument, procedures for making decisions about classification and housing assignments, intake and housing forms and a process to ensure that all classification and housing records are maintained in each inmate’s permanent file. The plan should include an evaluation of the following criteria:

- Age
- Sex
- Current charges
- Behavior during arrest and intake process
- Criminal and incarceration history
- Mental and emotional stability
- Potential risk of safety to others or self
- Special management inmate status
- Special needs assessment for vulnerable inmates
- Behavioral or physical limitations or disabilities
- Medical status
- Level of sobriety at booking
- Suicidal ideation

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- Escape history and degree of escape risk
- History of assaultive behavior
- The need to be separated from other classifications of inmates (e.g., juvenile offenders gang affiliation, confidential informant, former law enforcement, sexual orientation)
- Prior convictions for sex offenses against an adult or child
- Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender non-conforming (see Prison Rape Elimination Act Policy for transgender and intersex definitions)
- Previous sexual victimization
- The inmate's own perception of his/her vulnerability
- Whether the inmate is a foreign national and if so from what country (see Foreign Nationals and Diplomats Policy)
- Prior acts of sexual abuse, prior convictions for violent offenses, and history of prior institutional violence or sexual abuse, as known to the Office (28 CFR 115.41)
- Any other criteria as deemed appropriate by the Sheriff or the authorized designee

The plan should include a methodology for evaluating the classification process and a periodic review for the purpose of continuous quality improvement.

Information obtained in response to screening questions shall be considered confidential and shall only be made available to those who have a legitimate need to know (28 CFR 115.41).

408.3.1 INMATE RESPONSE TO SCREENING

Inmates may not be compelled by threat of discipline to provide information or answers regarding (28 CFR 115.41):

(a) Whether the inmate has a mental, physical or developmental disability.

(b) Whether the inmate is or is perceived to be gay, lesbian, bisexual, transgender, intersex, or gender nonconforming.

(c) Whether the inmate has previously experienced sexual victimization.

(d) The inmate's own perception of vulnerability.

408.4 INITIAL CLASSIFICATION

The initial classification process is intended to identify predatory, violent and at-risk inmates. It should occur early in the intake process to allow for appropriate supervision while an inmate is being temporarily held in this facility and until a decision is made to place the individual into a more permanent housing assignment.

408.5 CLASSIFICATION UPON HOUSING

Once it has been determined that the person arrested will not be released from custody, an in depth classification of the inmate will be conducted prior to being moved to more permanent housing.

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Within a set time period, not to exceed 30 days from the inmates arrival at the facility, the facility will reassess the inmate's risk of victimization or abusiveness based upon any additional, relevant information received by the facility since the initial intake screening. The review should include an interview and examine changes in the inmate’s behavior or circumstances and should either raise, lower or maintain the classification status (28 CFR 115.41).

Housing and program assignments for each transgender or intersex inmate shall be reassessed at least twice each year to review any threats experienced by the inmate (28 CFR 115.42).

Inmate risk levels shall be reassessed when required due to a referral, request, incident of sexual abuse, or receipt of additional information that increases the inmate’s risk of sexual victimization or abusiveness (28 CFR 115.41).

408.5.1 INTERVIEW

The comprehensive classification process begins with a review of any initial classification information obtained during the reception and booking process, as well as an interview by the classification deputy. The review of initial classification documents and the questions, answers and observations from the inmate’s interview will be documented and numerically scored, representing the security level and housing assignment appropriate for each inmate.

Individualized determinations shall be made about how to ensure the safety of each inmate (28 CFR 115.42).

408.5.2 OVERRIDE

Classification has the authority to override the scores when it appears necessary to more appropriately assign housing. The override capability exists to use classification's training and expertise in those instances when the numerical scores are not reflective of the inmate's potential security or health risk. All overrides will be reviewed by a supervisor and are intended to be an exception, rather than the rule.

408.6 REVIEWS AND APPEALS

Once an inmate is classified and housed, he/she may appeal the decision of the classification deputy to the Sergeant. The decision of the Sergeant will be final.

408.6.1 STAFF REQUESTED REVIEW

At any point during an inmate's incarceration, a staff member may request a review of the inmate's classification. The reason for the review, the review itself and the outcome of the review shall be documented in the inmate's permanent file. Nothing in this section shall prohibit staff from immediately moving an inmate to another location in the facility based on exigent circumstances. Under such circumstances, the staff member moving the inmate must immediately document the action and notify the classification deputy.

408.7 CLASSIFICATION SPACE ALLOCATION

The classification plan depends on the ability of the facility to physically separate different classes of inmates. To ensure that allocated space meets the current population needs, classification

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staffshould periodically update the supervisory team and discuss the fixed resources (e.g., cells, dorms, dayrooms).

408.8 SINGLE-OCCUPANCY CELLS

Single-occupancy cells may be used to house the following categories of inmates:

- Maximum security
- Administrative segregation
- Severe medical disabilities (upon consultation with medical staff and the availability of medical beds)
- Severe mental illness (upon consultation with mental health staff and the availability of mental health beds)
- Sexual predators
- Any inmate with an elevated risk of being exploited or victimized by others
- Any inmate whose condition or status indicates a special need for single-occupancy housing

408.9 PRISON RAPE ELIMINATION ACT (PREA) CONSIDERATIONS

Housing, bed, work and program assignments should be made to separate inmates at high risk of being sexually victimized from those at high risk of being sexually abusive (28 CFR 115.42). Inmates identified as being at high risk for sexually aggressive behavior will be monitored and housed in an area that will minimize the risk to other inmates and staff. All inmates identified as being at risk of victimization shall be monitored and housed in an area to minimize the risk to their safety. However, inmates at high risk for sexual victimization shall not be placed in involuntary protective custody unless an assessment of all available alternatives has been made and it has been determined that there is no available alternative means of separation from likely abusers (28 CFR 115.43; 28 CFR 115.68).

Housing and program assignments of a transgender or intersex inmate shall include individualized consideration for the inmate’s health and safety and any related supervisory, management or facility security concerns. A transgender or intersex inmate’s views with respect to his/her own safety shall be given serious consideration.

Lesbian, gay, bisexual, transgender or intersex inmates shall not be placed in dedicated facilities, units or wings solely on the basis of such identification or status, unless such placement is pursuant to a consent decree, legal settlement or legal judgment (28 CFR 115.42).

408.10 EDUCATION, WORK AND OTHER RELEASE

Unless an inmate is incarcerated for an offense for which release is prohibited by law or otherwise prohibited by court order, an inmate incarcerated in the jail may be released for a period reasonable and necessary for the following reasons:

- To seek or maintain employment

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- To attend education classes
- To obtain medical treatment
- Any other reasonable purpose as determined by the Jail Superintendent or the authorized designee

Education and work-release inmates who leave the secure perimeter of the jail to complete programs should be housed separately from inmates in general population.

There should be no contact between the inmates in general population and those being authorized for education, work or other release. This is to minimize the risk of introducing contraband into the jail and to maintain facility security.

408.11 STAFF TRAINING IN CLASSIFICATION

Classification deputies should receive training specific to inmate classification before being assigned primary classification duties. Individuals not specifically trained in inmate classification may work in classification provided that they are under the immediate supervision of a trained and qualified staff member.

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Control of Inmate Movement

409.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for the safe and secure movement of inmates between areas within the facility and transportation from the facility to court, medical appointments or other jurisdictions.

409.2 POLICY

The staff should be vigilant in the control and movement of inmates between areas within the facility and when transporting inmates outside the secure confines of the facility. Control may be by direct or indirect visual observation. All staff should consider all inmate movement as a high-risk activity. The staff should be aware of their surroundings at all times and take necessary steps to prevent the possession and exchange of contraband.

409.3 MOVEMENT OF INMATES

Movement of one or more inmates in the facility should be done in an orderly manner with inmates walking in a single-file line. Staff members should have situational awareness during the movement of inmates and should consider the design of the facility, areas of poor visibility and the presence of other inmates being moved. The staff should avoid areas where inmates may have access to contraband items.

Pregnant inmates shall be moved in accordance with the Use of Restraints Policy (RCW 70.48.500).

Whenever a high-security inmate is not able to be restrained, the staff should compensate by increasing the number of staff present to ensure the safe movement of high-security inmates.

The staff should be watchful in and around passageways and ensure that sallyport doors are secured to prevent escape.

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Use of Restraints - JAIL DEPUTIES

410.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight of, and restrictions on the use of restraints on persons incarcerated in this facility.

This policy shall apply to the use of specific types of restraints, such as four/five-point restraints, restraint chairs, ambulatory restraints, and similar restraint systems, as well as all other restraints, including handcuffs, waist chains, and leg irons when such restraints are used to restrain any inmate for prolonged periods.

410.1.1 DEFINITIONS

Definitions related to this policy include:

Clinical restraints - Restraints applied when an inmate's disruptive, assaultive, and/or self-injurious behavior is related to a medical or mental illness. Clinical restraints can include leather, rubber, or canvas hand and leg restraints with contact points on a specialized bed (four/five-point restraints) or a portable restraint chair.

Restraint Devices – Equipment used to limit movement of persons in custody preventing them from harming themselves or others during detention and for transport purposes. Types of restraint devices to include: Ambulatory restraints, restraint chairs, WRAP System, four/five point restraints, handcuffs, waist chains, and leg irons.

Therapeutic seclusion - Segregated confinement of an agitated, vulnerable, and/or severely anxious inmate with a serious mental illness as part of their treatment when clinically indicated for preventive therapeutic purposes.

410.2 POLICY

It is the policy of this office that restraints shall be used only to prevent self-injury, injury to others, or property damage. Restraints may also be applied according to inmate classification, such as maximum security, to control the behavior of a high-risk inmate while the inmate is being moved outside the cell or housing unit.

Restraints shall never be used for retaliation or as punishment. Restraints shall not be utilized any longer than is reasonably necessary to control the inmate. Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail. Each incident where restraints are used beyond compliant handcuffing shall be documented as a use of force by the handling staff member and the documents placed in the appropriate file prior to the end of the staff member's shift.

This policy does not apply to the temporary use of restraints, such as handcuffing or the use of leg irons to control an inmate during movement and transportation inside or outside the facility.

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410.3 USE OF RESTRAINTS - CONTROL

Supervisors shall proactively oversee the use of restraints on any inmate. Whenever feasible, the use of restraints, other than routine use during transfer, shall require the approval of the Sergeant prior to application. In instances where prior approval is not feasible, the Sergeant shall be apprised of the use of restraints as soon as practicable.

Restraint devices, such as restraint chairs, shall only be used on an inmate when it reasonably appears necessary to overcome resistance, prevent escape, or bring an incident under control, thereby preventing injury to the inmate or others, or eliminating the possibility of property damage. Restraints shall not be applied for more time than is reasonably necessary to achieve the above goals.

Excluding short-term use to gain immediate control, placing an inmate in a restraint chair or other restraints for extended periods requires approval from the Jail Superintendent or the authorized designee prior to taking action. The medical staff shall be called to observe the application of the restraints, when feasible, prior to the application or as soon as practicable after the application, and to check the inmate for adequate circulation.

The use of restraints for purposes other than for the controlled movement or transportation of an inmate shall be documented on appropriate logs to include, at minimum, the type of restraint used, when it was applied, a detailed description of why the restraint was needed, and when it was removed.

The following provisions shall be followed when utilizing restraints to control an inmate:

(a) Restraints shall not be used as punishment, placed around a person's neck, or applied in a way that is likely to cause undue physical discomfort or restrict blood flow or breathing (e.g., hog-tying) (RCW 10.116.022).

(b) Restrained inmates shall not be placed facedown or in a position that inhibits breathing.

(c) Restraints shall not be used to secure a person to a fixed object except as a temporary emergency measure. A person who is being transported shall not be locked in any manner to any part of the transporting vehicle, except for items installed for passenger safety, such as seat belts.

(d) Inmates in restraints shall be housed either alone or in an area designated for restrained inmates.

(e) Restraints shall be applied for no longer than is reasonably necessary to protect the inmate or others from harm.

(f) Staff members shall conduct direct face-to-face observation at least twice every 30 minutes on an irregular schedule to check the inmate's physical well-being and behavior. Restraints shall be checked to verify correct application and to ensure they do not compromise circulation. All checks shall be documented, with the actual time recorded by the person doing the observation, along with a description of the inmate's behavior. Any actions taken should also be noted in the log.

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(g) The specific reasons for the continued need for restraints shall be reviewed, documented, and approved by the Jail Superintendent or the Sergeant at least every two hours.

(h) As soon as possible, but within four hours of placement in restraints, the inmate shall be medically assessed to determine whether the inmate has a serious medical condition that is being masked by the aggressive behavior. The medical assessment shall be a face-to-face evaluation by a qualified health care professional and shall recur once every six hours of continued restraint thereafter.

(i) As soon as possible, but within eight hours of placement in restraints, the inmate must be evaluated by a mental health professional to assess whether the inmate needs immediate and/or long-term mental health treatment.

410.3.1 USE OF RESTRAINTS FOR COURT HEARINGS

Prior judicial approval should be obtained for any inmate restraints that will be used in any court proceeding.

Juveniles shall not be brought before the court for any court appearance wearing any physical restraint devices except when ordered by the court (JuCR 1.6).

410.4 RANGE OF MOTION

Inmates placed in restraints for longer than two hours should receive a range-of-motion procedure that will allow for the movement of the extremities. Range-of-motion exercise will consist of alternate movement of the extremities (i.e., right arm and left leg) for a minimum of 10 minutes every two hours.

410.5 FOOD, HYDRATION, AND SANITATION

Inmates who are confined in restraints shall be given food and fluids. Food shall be provided during normal meal periods. Hydration (water or juices) will be provided no less than once every two hours or when requested by the inmate.

Offering food and hydration to inmates will be documented to include the time, the name of the person offering the food or water/juices, and the inmate’s response (receptive, rejected). Provisions shall be made to accommodate any toileting needs at least once every two hours. Inmates shall be given the opportunity to clean themselves should they soil themselves or their clothing while they are in restraints.

410.6 AVAILABILITY OF CPR EQUIPMENT

CPR equipment, such as barrier masks, shall be provided by the facility and located in proximity to the location where inmates in restraints are held.

410.7 RESTRAINED INMATE HOLDING

Restrained inmates should be protected from abuse by other inmates. Under no circumstances will restrained inmates be housed with inmates who are not in restraints. In most instances, restrained inmates are housed alone or in an area designated for restrained inmates.

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410.8 PREGNANT INMATES

Leg irons or waist chains shall not be used on any inmate known to be pregnant. Except in extraordinary circumstances no restraints of any kind may be used on any pregnant inmate during transportation to and from visits to medical providers or court proceedings at any time during the third trimester of pregnancy or postpartum recovery. "Extraordinary circumstances" exist where a member makes an individualized determination that restraints are necessary to prevent the inmate from escaping or injuring themself, medical or safety personnel, or others. Should restraints be necessary, the restraints shall be the least restrictive available and most reasonable under the circumstances (RCW 70.48.500).

410.8.1 INMATES IN LABOR

While an inmate is in labor or in childbirth, no restraints of any kind may be used (RCW 70.48.500(2)). This does not prohibit a treating physician licensed under Title 18 RCW from requesting the use of hospital restraints for the medical safety of an inmate.

410.9 TRANSPORTING INMATES IN RESTRAINT DEVICES

When transporting inmates in restraints devices such as the WRAP, WRAP Cart and restraint chair, deputies shall ensure that all restraints have been double checked for proper fit and all accompanying safety equipment is fastened prior to being transported throughout the facility.

Deputies should, when feasible, ensure that enough staff are present to safely and securely lift/push restraint devices to transport throughout the facility. Deputies shall not utilize stairs while transporting inmates in restraint devices such as the restraint chair and WRAP Cart to ensure safety during transport.

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Searches

412.1 PURPOSE AND SCOPE

The purpose of this policy is to provide clear direction on maintaining the safety and security of the jail by conducting searches in balance with protecting the constitutional rights of inmates.

The introduction of contraband into the jail poses a serious risk to the safety and security of members, inmates, and the public. Any item that is not available to all inmates may be used as currency by those who possess the item and will allow those in possession of the item to have control over other inmates. Any item that may be used to disengage a lock or other electronic security device or that could compromise the physical plant jeopardizes the safety and security of this jail. Carefully restricting the flow of contraband into the jail can only be achieved by thoroughly searching inmates and their environment.

Nothing in this policy is intended to prohibit the otherwise lawful collection of trace evidence from an individual.

412.1.1 DEFINITIONS

Definitions related to this policy include:

Contraband - Anything unauthorized for inmates to possess, including drugs and weapons of any kind.

Excess property - Anything authorized for inmates to possess but in an unauthorized quantity.

Modified strip search - A search that requires the removal or rearranging some of a person's clothing and does not include a visual inspection of the exposed breasts, buttocks, or genitalia of the person. This search may include a thorough tactile search of an inmate's partially unclothed body. This also includes searching the inmate's clothing after it has been removed.

Pat-down search - A search used to check an individual for contraband. It involves thoroughly patting down an inmate's clothed body to locate any items that could pose a danger to the deputy, the inmate, or others.

Physical body cavity search - A search that includes a visual inspection of and may include physical intrusion into a body cavity. Body cavity means the stomach, colon, rectum, or vagina.

Strip search - A search that requires the removal or rearranging of some or all of a person's clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus, or outer genitalia of the person.

412.2 POLICY

It is the policy of this office to promote the safety of members, inmates, and visitors by conducting effective and appropriate searches of inmates and areas within the jail in accordance with applicable laws. Members shall always be alert to the possible presence of contraband and shall take immediate action to seize and appropriately handle contraband when found.

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Searches shall not be used for intimidation, harassment, punishment, or retaliation.

412.3 PAT-DOWN SEARCHES

Pat-down searches will be performed on all inmates/arrestees upon entering the secure booking area of the jail. Additionally, pat-down searches shall occur frequently within the jail. At a minimum, members shall conduct pat-down searches in circumstances that include:

(a) When inmates leave their housing units to participate in activities elsewhere in the jail (e.g., exercise yard, medical unit, visiting) and when they return.

(b) During searches of housing units.

(c) When inmates come into contact with other individuals housed outside of their housing units, such as on work details.

(d) Any time a member believes inmates may have contraband on their persons.

Except in emergencies, all pat-down searches will be conducted by a member of the same gender as the inmate. Absent the availability of a member of the same gender, it is recommended that a witnessing member be present during a pat-down search of an individual of another gender. All cross-gender pat-down searches shall be documented (28 CFR 115.15).

412.4 MODIFIED STRIP SEARCHES, STRIP SEARCHES AND PHYSICAL BODY CAVITY SEARCHES

Modified strip searches, strip searches, and physical body cavity searches should be limited to those situations where such searches are necessary (RCW 10.79.060).

Deputies shall consider and be able to articulate the reason for the search and the scope, manner, and location of the search, and will utilize the least invasive search method to meet the goals of the search (RCW 10.79.140).

412.4.1 STRIP SEARCHES PRIOR TO PLACEMENT IN A HOUSING UNIT

Modified strip searches or strip searches shall be conducted as follows:

(a) No person held prior to placement in a housing unit shall be subjected to a modified strip search or strip search without a warrant unless there is (RCW 10.79.130):

1. Reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention.
2. Reasonable suspicion based upon specific and articulable facts to believe the person is concealing contraband or an item that constitutes a threat to the facility.
3. Probable cause to believe the person is concealing evidence of a crime that is not constituting a threat to the facility.

(b) Factors to be considered in determining reasonable suspicion include but are not limited to:

1. The detection of an object during a pat-down search that may be contraband and cannot be safely retrieved without a modified strip search or strip search.

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2. Circumstances of a current arrest that specifically indicate the person may be concealing contraband.

    (a) Reasonable suspicion is presumed to exist when the person to be searched has been arrested for any of the following offenses (RCW 10.79.130):

        1. A violent offense as defined in RCW 9.94A.030
        2. Any offense involving escape, burglary, or the use of a deadly weapon
        3. Possession of prescription drugs, controlled substances, or imitation controlled substances

3. Custody history (e.g., past possession of contraband while in custody, assaults on members, escape attempts).
4. The person's actions or demeanor, such as refusal to submit to a pat-down search.
5. Criminal history (e.g., level of experience in a custody setting; convictions for escape, possession of drugs or weapons, crimes of violence; being a fugitive).
6. An alert by a metal detector or drug detection device.
7. Other reliable information that the person possesses contraband.

(c) Except in the case of a medical emergency, no modified strip search or strip search of an inmate shall be conducted before admittance to a housing unit without prior written authorization from the Sergeant (RCW 10.79.140).

412.4.2 SEARCHES OF PRETRIAL INMATES

Pat-down searches, clothing searches, and electronic metal-detector searches, as appropriate, will be conducted on all pretrial inmates upon admission into the general population and whenever the pretrial inmate has entered an environment where contraband may be accessed. A pretrial inmate is a person who is being held pretrial without an order denying bail. This includes but is not limited to the following:

- Upon return from contact visits
- Upon leaving the kitchen, shop, farm, etc.
- Upon return to general population from outside the confines of the facility (court, work-release, work detail, medical visits)

A clothing search involves an inmate removing some or all of their clothing behind a modesty screen and a thorough search of the inmate's removed clothing. It does not include a visual inspection of the underclothing, breasts, buttocks, or genitalia of the inmate, but may include inspection of the inmate's hands and feet.

No pretrial inmate shall be subjected to a modified strip search or strip search without a warrant unless one or more of the following conditions exist (RCW 10.79.130):

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(a) There is reasonable suspicion based upon specific and articulable facts to believe the person has a health condition requiring immediate medical attention.

(b) There is reasonable suspicion based upon specific and articulable facts to believe the person is concealing on their body a weapon, contraband, or an item that constitutes a threat to the facility.

1. Reasonable suspicion is presumed to exist when the person to be searched has been arrested for any of the following offenses (RCW 10.79.130):

(a) A violent offense as defined in RCW 9.94A.030

(b) Any offense involving escape, burglary, or the use of a deadly weapon

(c) Possession of prescription drugs, controlled substances, or imitation controlled substances

(c) There is probable cause to believe the person is concealing on their body evidence of a crime not constituting a threat to the facility.

Except in the case of a medical emergency, no modified strip search or strip search of a pretrial inmate shall be performed without prior written authorization from the Sergeant (RCW 10.79.140).

412.4.3 STRIP SEARCHES OF CONVICTED AND NO BAIL ORDERED INMATES

A body scan, modified strip searches or strip searches shall be conducted on all inmates upon admission into a housing unit.

A body scan, modified strip search or a strip search of an inmate in a housing unit should be conducted when the inmate has entered an environment where contraband may be accessed. This includes but is not limited to the following:

(a) Upon return from contact visits

(b) Upon leaving areas such as the kitchen, shop, or farm

(c) Upon return to the housing unit from outside the confines of the jail (e.g., court, work-release, work detail, medical visits)

Inmates returning from court with release orders shall not be subjected to modified strip searches or strip searches unless reasonable suspicion exists based on specific and articulable facts that the person is concealing contraband. An inmate should not be returned to the housing unit, except to retrieve personal property under the direct visual supervision of a member.

Members may conduct modified strip searches and strip searches of inmates outside the above listed circumstances only with prior written supervisor approval. In such cases, supervisors shall consider and articulate the scope, manner, justification, and location of the particular search. Less invasive searches should be used if they will accomplish the goals of the search. For example, a pat-down may be sufficient as an initial effort to locate a larger item, such as a cell phone.

412.4.4 MODIFIED STRIP SEARCH AND STRIP SEARCH PROCEDURES

All modified strip searches and strip searches shall be conducted in a professional manner under sanitary conditions and in an area where the search cannot be observed by people not participating

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in the search. Except at the request of the inmate, no person other than those who are participating in the search shall be present or able to observe the search (RCW 10.79.150). The search shall not be video or audio recorded.

Unless conducted by a qualified health care professional or in case of an emergency, a modified strip search or strip search shall be conducted and observed only by members of the same gender as the person being searched (RCW 10.79.100). Any cross-gender modified strip searches and cross-gender strip searches shall be documented (28 CFR 115.15).

Whenever possible, a second member of the same gender should be present during the search for security purposes and to witness the discovery of evidence. Except in exceptional circumstances, the number of members present during a search shall not exceed three.

The member conducting a strip search shall not touch the breasts, buttocks, or genitalia of the person being searched except and only to the extent necessary to safely remove contraband from the exterior of the person being searched. These areas may be touched through the clothing during a modified strip search.

Generally, items protruding from body cavities should not be removed. If a body cavity search appears necessary, see the Physical Body Cavity Searches section of this policy.

(a) The searching member will instruct the inmate to:

1. Remove or rearrange their clothing.
2. Raise their arms above the head and turn 360 degrees.
3. Bend forward and run their hands through their hair.
4. Turn their head, to the left and to the right, so the searching deputy can inspect the inmate's ear orifices.
5. Open their mouth and run a finger over the upper and lower gum areas, then raise the tongue so the deputy can inspect the interior of the inmate's mouth. Remove dentures if applicable.
6. Turn around and raise one foot first, then the other so the deputy can check the bottom of each foot.
7. Turn around, bend forward, and spread the buttocks if necessary to view the anus.

(b) At the completion of the search, the inmate should be instructed to dress in either street clothes or jail-supplied clothing, as appropriate.

412.4.5 PHYSICAL BODY CAVITY SEARCHES

Physical body cavity searches shall be completed as follows (RCW 10.79.080; RCW 10.79.100):

(a) No person shall be subjected to a physical body cavity search without the prior written approval of the Jail Superintendent or the authorized designee and only with the issuance of a search warrant. Authorization may be obtained electronically from the Jail Superintendent or the authorized designee.

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(b) Before any physical body cavity search is authorized or conducted, a thorough pat-down search, electronic metal-detector search, or clothing search, as appropriate, shall be used. No physical body cavity search shall be authorized or conducted unless these other methods do not satisfy the safety, security, or evidentiary concerns of the facility.

(c) Only a physician, registered nurse, or physician assistant may conduct a physical body cavity search. Except in exigent circumstances, only a physician, registered nurse, or physician assistant who is not responsible for providing ongoing care to the inmate may conduct the search.

(d) Except for the physician, registered nurse, or physician assistant conducting the search, persons present must be of the same gender as the person being searched. Only deputies needed to maintain the safety and security of the medical personnel shall be present during the search.

1. The Sergeant may allow an inmate to have a readily available witness of the inmate's choosing present at the search. The witness shall not be currently in custody or pose an unreasonable security risk.

(e) Privacy requirements, including restricted touching of body parts, and sanitary condition requirements are the same as required for a strip search.

(f) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the inmate.
2. The reasons less intrusive methods of searching were insufficient.
3. The Jail Superintendent or authorized designee's written approval.
4. A copy of the search warrant and supporting documents.
5. The time, date, and location of the search.
6. The medical personnel present.
7. The names, genders, and roles of any deputies present.
8. The name of the inmate's witness, if any.
9. A statement of the results of the search and a list of any items removed from the inmate as a result of the search.

(g) Completed documentation should be placed in the inmate's file. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the inmate or authorized representative (except for those portions of the warrant ordered sealed by a court).

(h) All contraband should be processed in accordance with the office's current evidence procedures.

(i) If appropriate, a crime report and/or disciplinary report shall be completed.

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412.4.6 DOCUMENTING MODIFIED STRIP SEARCHES AND STRIP SEARCHES
The staff member conducting a modified strip search or strip search shall (RCW 10.79.150):

(a) Document the name and gender of the person searched.

(b) Document the facts that led to the decision to perform a strip search of the inmate, including the offense for which the person was arrested if that fact was considered in determining reasonable suspicion to conduct the search.

(c) Document the reasons less intrusive methods of searching were not used or were insufficient.

(d) Document the supervisor's approval.

(e) Document the time, date, and location of the search.

(f) Document the names of staff present and their serial numbers, gender, and roles.

(g) Document any complaints made by the inmate or problems encountered during the search.

(h) Document any health conditions observed by the deputy.

(i) Itemize and process all contraband and evidence discovered by the search in accordance with the office's current evidence procedures.

(j) If appropriate, a crime report and/or disciplinary report shall be completed.

(k) Ensure the completed documentation is placed in the inmate's file. A copy of the written authorization shall be retained and made available to the inmate or other authorized representative upon request.

412.5 PROHIBITED SEARCHES OF TRANSGENDER AND INTERSEX INMATES

Members shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining genital status (see the Prison Rape Elimination Act Policy for transgender and intersex definitions). If genital status is unknown, it may be determined during conversations with the inmate, by reviewing medical records, or if necessary, by obtaining that information as part of a broader medical examination conducted in private by a qualified health care professional (28 CFR 115.15).

412.6 HOUSING UNIT SEARCHES

Housing unit searches shall occur as directed by a supervisor. These searches should include all of the living spaces occupied by inmates. Housing unit searches should be scheduled in a manner that does not create a pattern where the inmates can predict such searches. During a housing unit search:

(a) All inmates shall vacate their living areas and be patted down by members.

(b) Inmates should be escorted to a separate holding area, such as the recreation yard.

(c) Members shall search the living areas of the inmates, including bedding, personal storage areas, bunks, and other areas with inmate access.

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(d) Any contraband located shall be processed in accordance with the current evidence procedures.

(e) Members shall attempt to identify the inmate who possessed the contraband and file appropriate inmate discipline and/or crime reports.

(f) Any excess property shall be seized, inventoried, and retained pending disposition according to jail procedures.

(g) At the conclusion of the housing unit search, closely supervised inmate workers should clean the unit. All authorized inmate personal property shall be respected and living areas should be returned to an orderly condition.

412.7 PHYSICAL PLANT SEARCHES

The following areas of this jail shall be periodically searched for contraband:

(a) Exercise yards shall be searched before and after each inmate group occupies the yard.

(b) Holding cells shall be searched before and after each occupation.

(c) Program areas, such as classrooms and multipurpose rooms, shall be searched after each use by an inmate or inmate group.

(d) Laundry areas shall be searched before and after inmate use.

(e) Kitchen areas shall be frequently searched for contraband and to account for tools, knives, and food items.

(f) Inmate visiting and public areas shall be frequently inspected.

(g) The jail perimeter shall be searched at least once each shift.

412.8 CRIMINAL EVIDENCE SEARCHES

The Jail Superintendent or the authorized designee shall be notified, as soon as practicable, any time it is suspected that a crime has been committed in the jail or other area controlled by jail members, and there is a need to search for evidence related to the crime. A search for evidence may be conducted by members whenever there is a need for such action.

Any evidence collected in connection with an alleged crime should be processed in accordance with the office's current evidence procedures.

412.9 TRAINING

The Lieutenant or designee shall provide training for members on this policy, including how to conduct pat-down searches, modified strip searches, and strip searches in a professional and respectful manner and in the least intrusive manner possible, consistent with jail security needs. This training shall include cross-gender pat downs and searches, as well as searches of transgender and intersex inmates (28 CFR 115.15).

412.10 CANINE-ASSISTED SEARCHES

It is the policy of this jail to use canines to assist members in searching for contraband. Such searches shall occur only with a supervisor's approval. Only canines trained to detect contraband

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will be allowed within the secure perimeter of the jail. Canines trained solely in crowd control or to assist in physically subduing individuals will not be used in the jail.

Canines will generally be used to assist members in physical plant, housing unit, and perimeter searches. Contact between inmates and canines should be kept to a minimum (see the Canines Policy).

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Reporting In-Custody Deaths

413.1 PURPOSE AND SCOPE

This policy provides direction on how in-custody deaths shall be reported.

413.1.1 DEFINITIONS

Definitions related to this policy include:

In-custody death - The death of any person, for whatever reason (natural, suicide, homicide, accident), who is in the process of being booked or is incarcerated at any facility of this office.

413.2 POLICY

It is the policy of this office to follow state and local guidelines for reporting in-custody deaths. Each copy of the emergency manual contains applicable checklists to aid in the required notifications, evidence preservation, and reporting requirements for an incident of this nature.

413.3 MANDATORY REPORTING

All in-custody deaths shall be reported as required.

If the decedent is a boarder for another agency, the Jail Superintendent shall notify that agency so that agency will assume responsibility for the notification of the decedent’s family.

Pursuant to Article 37 of the Vienna Convention on Consular Relations 1963, in the case of the death of a foreign national, telephonic notification to the appropriate consulate post should be made without unreasonable delay and confirmatory written notification shall be made within 72 hours of the death to the appropriate consulate post. The notification shall include the inmate’s name, identification number, date and time of death and the attending physician’s name.

In the event that a juvenile dies while in-custody, the Jail Superintendent or the authorized designee shall notify the court of jurisdiction and ensure notification to the juvenile's parent or guardian.

413.4 PROCEDURE

Upon determining that a death of any person has occurred while in the custody of this office, the Sergeant is responsible for ensuring that the Sheriff and all appropriate investigative authorities, including the Coroner, are notified without delay and all written reports are completed.

The Sergeant shall also promptly notify the Jail Superintendent and make any other notifications required by policy or direction. The Jail Superintendent shall observe all pertinent laws and allow appropriate investigating agencies full access to all facts surrounding the death (RCW 68.50.010).

The Office shall establish policies and procedures for the investigation of any in-custody death.

The decedent’s personal belongings shall be disposed of in a responsible and legal manner (RCW 36.24.130). All property and records shall be retained according to established records retention schedules (WAC 44-14-03005).

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The individual designated by the decedent shall be notified of all pertinent information as required by law.

During an investigation, all inquiries regarding the death shall be referred to the Public Information Officer. Deputies shall not make a public comment.

413.5 IN-CUSTODY DEATH REVIEW

The Sheriff is responsible for establishing a team of qualified staff to conduct an administrative review of every in-custody death. At a minimum, the review team should include the following:

(a) Sheriff and/or the Jail Superintendent

(b) County Attorney

(c) County Prosecutor

(d) Investigative staff

(e) Responsible Physician, qualified health care professionals, supervisors or other staff who are relevant to the incident

The in-custody death review should be conducted no later than 72 hours after the incident.

413.5.1 UNEXPECTED-FATALITY REVIEW

When the death of an inmate is unexpected, the Sheriff or the authorized designee shall conduct an unexpected-fatality review by appointing an unexpected-fatality review team that meets the requirements of RCW 70.48.510. The review should include recommendations regarding changes in practices or policies to prevent fatalities and strengthen safety and health protections for inmates in custody.

Upon conclusion of the review, the Sheriff shall, within 120 days following the fatality, issue a report of the results and distribute it to the governing unit with primary responsibility for the operation of the jail, and appropriate committees of the legislature. The report is subject to public disclosure, but confidential information may be redacted consistent with the requirements of applicable state and federal law.

The Sheriff is responsible for developing and implementing procedures to carry out the responsibilities of the review.

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Staff and Inmate Contact

414.1 PURPOSE AND SCOPE

Interaction with inmates allows for continual assessment of the safety and security of the facility and the health and welfare of the inmates. However, inappropriate interaction can undermine security and order in the facility and the integrity of the supervision process.

This policy provides guidelines for appropriate and professional interaction between members and inmates, and is intended to promote high ethical standards of honesty, integrity and impartiality as well as increase facility safety, discipline and morale.

Violation of this policy may result in disciplinary action up to and including dismissal. Members who seek information or clarification about the interpretation of this policy are encouraged to promptly contact their supervisor.

414.2 POLICY

The Jail Superintendent shall ensure that inmates have adequate ways to communicate with staff and that the staff communicates and interacts with inmates in a timely and professional manner.

414.3 GENERAL CONTACT GUIDELINES

Members are encouraged to interact with the inmates under their supervision and are expected to take prompt and appropriate action to address health and safety issues that are discovered or brought to their attention.

All members should present a professional and command presence in their contact with inmates. Members shall address inmates in a civil manner. The use of profanity, and derogatory or discriminatory comments is strictly prohibited.

Written communication (e.g., request forms, inmate communication, grievances, rules infraction forms, disciplinary reports) shall be answered in a timely manner. Such communication shall be filed with the inmate’s records.

Members shall not dispense legal advice or opinions, or recommend attorneys or other professional services to inmates.

While profanity and harsh language are prohibited, the Office recognizes the necessity for staff to give inmates direction in a firm, determined, and authoritative manner in order to maintain proper supervision and control. Authoritative directions to inmates are particularly instructed when activities or events pose a threat to the safety or security of this facility.

414.4 CONSTITUTIONAL MATTERS

Members shall follow all United States and Washington Constitutional requirements pertaining to custodial situations; including, but not limited to, search and seizure, access to counsel and interview and interrogation.

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414.5 ANTI-FRATERNIZATION

Personal or other interaction not pursuant to official duties between facility staff and current inmates, inmates who have been discharged within the previous year, their family members or known associates have the potential to create conflicts of interest and security risks in the work environment.

Members shall not knowingly maintain a personal or unofficial business relationship with any persons described in this section unless written permission is received from the Jail Superintendent.

Prohibited interactions include but are not limited to:

(a) Communications of a sexual or romantic nature.

(b) Salacious exchanges.

(c) Sexual abuse, sexual assault, sexual contact, or sexual harassment.

(d) Exchanging letters, phone calls, or other similar communications, such as texting.

(e) Exchanging money or other items.

(f) Extending privileges, giving or accepting gifts, gratuities, or favors.

(g) Bartering.

(h) Any financial transactions.

(i) Being present at the home of an inmate for reasons other than an official visit without reporting the visit.

(j) Providing an inmate with the staff member’s personal contact information, including social media accounts.

414.5.1 EXCEPTIONS

The Jail Superintendent may grant a written exception to an otherwise prohibited relationship on a case-by-case basis based upon the totality of the circumstance. In determining whether to grant an exception, the Jail Superintendent should give consideration to factors including, but not limited to:

- Whether a relationship existed prior to the incarceration of the inmate.
- Whether the relationship would undermine security and order in the facility and the integrity of the supervision process.
- Whether the relationship would be detrimental to the image and efficient operation of the facility.
- Whether the relationship would interfere with the proper discharge of, or impair impartiality and independence of, judgment in the performance of duty.

414.6 REPORTING

Members shall promptly report all attempts by inmates to initiate sexual acts or any salacious conversations, and forward any correspondence from an inmate or former inmate to the Jail Superintendent or the authorized designee.

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Staff and Inmate Contact

Members shall report all attempts by inmates to intimidate or instill feelings of fear to their supervisor.

Members shall promptly notify their immediate supervisors in writing if:

- A family member or close associate has been incarcerated or committed to the custody of the facility.
- The member is involved in a personal or family relationship with a current inmate or with an inmate who has been discharged within the previous year.

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Transportation of Inmates Outside the Secure Facility

415.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the transportation of inmates outside this facility and to ensure that the staff assigned to transportation duties is qualified and adequately trained.

415.2 POLICY

It is the policy of the Kittitas County Sheriff's Office to provide safe, secure and humane transportation for all inmates and other persons as required by law.

415.3 PROCEDURES

Only staff members who have completed office-approved training on inmate transportation should be assigned inmate transportation duty. All staff members who operate transportation vehicles shall hold a valid license for the type of vehicle being operated.

Any member who transports an inmate outside the secure confines of this facility is responsible for:

(a) Obtaining all necessary paperwork for the inmate being transported (e.g., medical/ dental records, commitment documents).

1. If the inmate being transported has a developmental disability or is suffering from a traumatic brain injury, the nature of the disability and any necessary accommodations must be documented and provided to the receiving facility staff (RCW 70.48.245).

(b) A transportation plan should include:

1. Type of restraints to be used on the inmates being transported.
2. The routes to be taken during the transportation assignment. Routes should be selected with security for the community in mind.
3. Emergency response procedures in the event of a collision, breakdown of a transportation vehicle or other unforeseen event.

(c) Insuring that all inmates are thoroughly searched and appropriate restraints are properly applied.

(d) Insuring that all vehicle security devices (e.g., window bars, inside cages, door locks) are in good repair and are operational.

(e) Thoroughly searching the transporting vehicle for contraband before any inmate is placed inside, and again after removing the inmate from the transporting vehicle.

415.3.1 TRANSPORTATION LOGS

All transports will be noted in the activity log.

Transports outside the secure facility:

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The transporting Officer will notify Kittcom at the start, the destination and at the end of the transport. When transporting female prisoners starting and ending mileage will be given to Kittcom.

415.3.2 TRANSFER OF INMATE TO HOSPITAL

When an inmate in custody for a violent or sex offense is taken to a hospital, the transporting deputy shall remain with, or secure, the inmate while the inmate is receiving care, unless (RCW 10.110.020; RCW 10.110.030):

(a) The medical care provider determines the inmate does not need to be accompanied or secured.

(b) The deputy notifies the medical care provider that the deputy is leaving after reasonably determining:

1. The inmate does not present an imminent and significant risk of causing physical harm to themselves or another person.
2. There is no longer sufficient evidentiary basis to maintain the inmate in custody.
3. In the interest of public safety, his/her presence is urgently required at another location and supervisor approval is obtained.

(a) The deputy shall make a reasonable effort to ensure a replacement deputy is provided or other means of securing the inmate is provided as soon as possible.

415.4 TRAINING

The Lieutenant shall ensure that all employees charged with inmate transportation duties receive training appropriate for the assignment.

Documentation of all training presented shall be retained in the employee's training file in accordance with established records retention schedules.

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Time Out Cell

416.1 PURPOSE AND SCOPE

This policy establishes the requirement for placing inmates into and the continued placement of inmates in the time out cell.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Time Out cell - An enhanced protective housing designed to minimize destruction of property or the risk of injury. Used for inmates who display behavior that reveals intent to cause physical harm to themselves or others or to destroy property or who are in need of a separate cell for any reason, until behavior is suitable for less restrictive housing.

416.2 POLICY

This facility will employ the use of the Time Out cell to protect inmates from injury or to prevent the destruction of property by an inmate in accordance with applicable law. The Time Out Cell may also be used for inmates with extreme behavioral problems based on the approval of a sergeant or above.

416.3 TIME OUT CELL PROCEDURES

The following guidelines apply when placing any inmate in the Time Out cell:

(a) Placement of an inmate into the Time Out cell requires approval of the supervisor.

(b) Staff will flush the cell toilet at every check if necessary.

(c) A safety check consisting of direct visual observation that is sufficient to assess the inmate's well-being and behavior shall occur once every hour unless directed to check more frequently. Each safety check of the inmate shall be documented. Supervisors shall inspect the logs for completeness.

(d) Inmates should be permitted to remain normally clothed or should be provided a safety suit, except in cases where the inmate has demonstrated that clothing articles may pose a risk to the inmate's safety or the facility. In these cases, the reasons for not providing clothing shall be documented.

(e) Inmates in the Time Out cell shall be given the opportunity to have fluids (water, juices) at least hourly. Jail Deputies shall provide the fluids in paper cups. The inmates shall be given sufficient time to drink the fluids prior to the cup being removed. Each time an inmate is provided the opportunity to drink fluids will be documented.

(f) Inmates will be provided meals during each meal period. Inmates shall be given ample time to complete their meals prior to the tray or sack being removed. All meals provided to inmates in the Time Out cell will be documented.

(g) The supervisor shall review the appropriateness for continued retention in the Time Out cell. The reason for continued retention or removal from the Time Out cell shall be documented.

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(h) When appropriate a medical assessment of the inmate in the time out cell should occur at the next sick call or when deemed necessary by Jail Deputies.

(i) A mental health assessment of an inmate placed in a time out cell should occur as deemed necessary by Jail or medical staff.

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Biological Samples

417.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those inmates required to provide samples upon conviction for certain offenses (RCW 43.43.754). This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

417.2 POLICY

The Kittitas County Sheriff's Office shall assist in the expeditious collection of required biological samples from inmates in accordance with the laws of this state and with as little reliance on force as practicable.

417.3 PROCEDURE

When an inmate is required to provide a biological sample, a trained employee shall attempt to obtain the sample in accordance with this policy.

417.3.1 COLLECTION

The following steps should be taken to collect a sample:

(a) Verify that the inmate is required to provide a sample pursuant to RCW 43.43.754.

(b) Verify that a biological sample has not been previously collected from the inmate by querying the Washington State Patrol (WSP) Crime Lab. There is no need to obtain a biological sample if one has been previously obtained (RCW 43.43.754).

(c) Use the designated collection kit provided by the WSP to perform the collection and take steps to avoid cross contamination.

(d) Forward the sample to the appropriate crime laboratory as soon as practicable.

417.4 CALCULATED USE OF FORCE TO OBTAIN SAMPLES

If an inmate refuses to cooperate with the sample collection process, deputies should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order or approval of legal counsel and only with the approval of the Sergeant. Methods to consider when seeking voluntary compliance include contacting:

(a) The inmate's parole or probation officer when applicable.

(b) The prosecuting attorney to seek additional charges against the inmate for failure to comply or otherwise bring the refusal before a judge (RCW 43.43.754(11)).

(c) The judge at the inmate's next court appearance.

(d) The inmate's attorney.

(e) A chaplain.

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(f) A supervisor who may be able to authorize disciplinary actions to compel compliance, if any such actions are available.

The Sergeant shall review and approve any calculated use of force. The supervisor shall be present to supervise and document the calculated use of force.

417.5 LEGAL MANDATES AND RELEVANT LAWS

Washington law provides for the following:

417.5.1 AVAILABLE INFORMATION AND TRAINING

The Sheriff or the authorized designee should maintain relevant information from the WSP in the booking area of the Kittitas County Sheriff's Office for training and guidance purposes. This should include WSP protocols for the collection, preservation, and shipment of biological samples (WAC 446-75-060).

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End-of-Term Release

418.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain procedures governing the end-of-term release of inmates to ensure that inmates are not released in error.

418.2 POLICY

It will be the policy of the Kittitas County Sheriff's Office to provide for the timely, efficient and legal release of inmates.

418.3 RELEASE PROCEDURE

Inmates who have reached the end of their sentenced term or who are ordered released by the court will be scheduled for release at staggered times on their out-dates to avoid congestion in the release area. Inmates scheduled for release shall be escorted by the member to the transfer/ release area to begin the release procedure 30 minutes prior to their scheduled release time.

The Sergeant or release officer shall sign and date the release paperwork on the same day the inmate is to be released.

Inmates shall not be released or moved during inmate count, change of shift, or at any time that would pose a potential safety threat or disrupt the orderly operation of the jail.

All inmates must be positively identified by the member prior to being released from the jail. Inmate identities should be verified using intake records bearing the inmate's name, photograph, and jail identification number or a single-digit fingerprint match system, if available.

Before any inmate may be released, the following conditions must be met:

(a) The identity of the inmate has been verified.

(b) All required paperwork for release is present. The member shall review the active inmate file to verify the validity of the documents authorizing the release. The file should also be reviewed for other release-related or pending matters, including:

1. Verifying calculations and release-date adjustments for good time.
2. Any pending arrangements for follow-up, such as medications needed, appointments, or referral to community or social resources.
3. Unresolved grievances, damage claims, or lost property.
4. Sex and kidnapping offenders must register prior to release. The releasing deputy will ensure that the offender registers at the time of release with an official designated by the agency that has jurisdiction over the offender. The registration information shall, within three days, be forwarded to the Sheriff of the offender's county of residence. The offender must be advised of the duty to register with the Sheriff of the offender's county of residence, school, or place of employment or vocation (RCW 9A.44.130).
5. If the releasing member has knowledge that an offender being released has a duty to register and is eligible for developmental disability services, the

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department of social and health services shall be notified, and assistance provided to the offender in order that the offender can meet the initial registration requirements (RCW 9A.44.130).

(c) National Crime Information Center (NCIC) and local warrant checks shall be completed for outstanding warrants or detention orders. If any agency has outstanding charges against the inmate, other than those related to federal immigration law, the releasing member shall notify the agency that the inmate is available for release.

1. The Kittitas County Sheriff's Office shall not continue the detention of any inmate based upon a civil immigration warrant or immigration hold request or provide release information to federal immigration authorities upon request for the purposes of federal civil immigration enforcement (RCW 10.93.160). If a court order authorizing federal immigration authorities to assume custody of an inmate is discovered during the records check, the releasing member should promptly notify the Sergeant. See the Immigration Considerations policy for applicable definitions.

2. The Sergeant should verify the contents of the court order, including the federal criminal charge, name of the issuing court, signature of the judge, and the date and location for detention. Verification of the court order shall take place before notifying federal immigration authorities of the location of the member making the notification and the individual named in the order (RCW 10.93.160).

(d) If an inmate has known mental health concerns, the inmate shall be evaluated by a qualified health care professional and medically authorized for release. To the extent practicable, individuals who have been determined to be severely mentally ill should be released during business hours to facilitate their ability to receive services immediately after release.

1. If the inmate was subject to a discharge review under RCW 71.05.232, the Jail Superintendent or the authorized designee shall notify the state hospital from which the inmate was released and the designated crisis responder as soon as reasonably possible but in no case later than the actual release of the inmate (RCW 70.48.475).

(e) All personal property shall be returned to the inmate during the release process. The inmate must acknowledge receiving the property by signed receipt. Any discrepancies shall be promptly reported to the Sergeant.

(f) All jail property must be returned by the inmate. Any missing or damaged jail property should be documented and promptly reported to the Sergeant. The inmate shall remain in custody until the Sergeant reviews the damage and authorizes the release.

(g) A forwarding address for the inmate should be on file and verified with the inmate for return of mail.

(h) Inmates on probation or parole should be directed by the member to report to the probation or parole office immediately upon release. The parole authorities having jurisdiction shall be notified of the inmate's release, if required.

(i) If needed, inmates may be allowed to make a reasonable number of phone calls to arrange for transportation.

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(j) Inmates should be provided with information about the availability of substance use disorder treatment programs related to addiction to fentanyl and other synthetic opioids (RCW 70.48.530).

The housing sheet, release log, and daily census log shall be updated accordingly after the inmate's release. The Sergeant shall ensure all release documents are complete and properly signed by the inmate and the member where required.

418.3.1 MISSING PERSON REPORT

When completing release procedures, if information from NCIC, Washington Crime Information Center, or similar authority reveals that the inmate is the subject of a missing person report, the Kittitas County Sheriff's Office shall notify the agency with original jurisdiction for the missing person report that the inmate is being released from custody (RCW 68.50.320).

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Electronic Capture Shield

419.1 PURPOSE AND SCOPE

This policy provides guidelines for the training and use of the Electronic Capture Shield.

419.2 POLICY

The Electronic Capture Shield is designed to practice using minimum amount of force to control an individual's behavior. Its purpose is to assist in the apprehension, or subdue a combative, aggressive or resisting person. It is anticipated that the appropriate use of such a device should result in fewer serious injuries to staff and inmates.

Staff members who have completed office-approved training may use the Electronic Capture Shield when necessary. Use of the Electronic Capture Shield shall only be consistent with this policy and the Use of Force Policy.

Staff members shall only use the Electronic Capture Shield device that has been issued by the department. The Electronic Capture Shield device shall be maintained in a secure storage location. Upon use, the Corrections Officer using the Electronic Capture Shield shall return the device to the approved storage area. Corrections Officers shall be responsible for ensuring that the Electronic Capture Shield is properly maintained and in good working order prior to use. Corrections Officers should perform a spark test and log it in the Master Log prior to use of the Electronic Capture Shield.

419.3 USE OF THE ELECTRONIC CAPTURE SHIELD

If practicable, a supervisor will approve the use of the Electronic Capture Shield prior to it being used.

A trained Corrections Officer in control of the Electronic Capture Shield will have a minimum of two additional officers present prior to deploying the device. The purpose of the two additional officers will be to assist with controlling and cuffing the inmate.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The inmate is armed with a weapon and the tactical circumstances allow for the safe application of the device.

(b) The inmate has made credible threats to harm him/herself or others.

(c) The inmate is engaged in riotous behavior or throwing projectiles at others or officers.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

(e) Any other incidents that officers reasonably believe that the need to control the inmate utilizing this device outweighs the potentially increase risk of injury.

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419.4 VERBAL WARNINGS

A verbal warning of the intended use of the Electronic Capture Shield should precede its application, unless it would otherwise endanger the safety of the Corrections Officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the inmate with a reasonable opportunity to voluntarily comply.

(b) Provide other Corrections Officers and inmates with a warning that the Electronic Capture Shield may be activated.

The fact that a verbal and/or other warning was given or the reasons it was not given shall be documented by the Corrections Officer activating the device in the related report.

419.5 VISUAL WARNING

Prior to entering a cell or area where an inmate is located, and where possible and practical, the operator of the Electronic Capture Shield shall allow the inmate involved to see the Electronic Capture Shield activated. The activation is to be done in an effort to convince the inmate to comply with any verbal commands, to cooperate with the Corrections Officer, thereby further reducing the chance of injury to the individual or officers.

The visual warning should be displayed to the inmate for 3 to 5 seconds.

The Corrections Officer demonstrating the Electronic Capture Shield will document in the Master Log and related report(s) that the shield was demonstrated to the inmate, while giving verbal warnings, and the inmate’s response.

419.6 SPECIAL DEPLOYMENT CONSIDERATIONS

The activation of the Electronic Capture Shield device should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the Corrections Officer, the inmate, or others, and the Corrections Officer reasonably believes that the need to control the inmate outweighs the risk of activating the device.

The Electronic Capture Shield should not be used on:

(a) Inmates who are known to be pregnant.

(b) Elderly/Frail inmates.

(c) Inmates who are wheel chair bound.

(d) Small Children.

(e) Inmates who are severely ill.

(f) Inmates who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor of flammable material, including alcohol-based oleoresin capsicum (OC) spray.

The Electronic Capture Shield shall not be used to torture, psychologically torment, elicit statements or to punish any inmate.

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419.7 LENGTH OF APPLICATION

The length of each application of the Electronic Capture Shield should not exceed eight (8) seconds.

419.8 MULTIPLE APPLICATIONS

Corrections Officers should activate the Electronic Capture Shield for one application and then evaluate the situation before applying any subsequent applications. Multiple activations of the Electronic Capture Shield device against a single individual are generally not recommended and should be avoided unless the Corrections Officer reasonably believes that the need to control the inmate outweighs the potentially increased risk posed by multiple applications.

In the event that the inmate is able to resist being secured after a single application, subsequent activations should be used only if the inmate is still actively attempting assault or attempting to escape. If the inmate's actions are limited to resistance to being secured, other physical restraint methods, including using the Electronic Capture Shield without activating it, should be attempted in lieu of further activations. If the first application of the Electronic Capture Shield device appears to be ineffective in gaining control of an inmate and if the circumstances allow, the Corrections Officer should consider certain factors before additional applications of the device, including:

(a) Whether the inmate has the ability and has been given a reasonable opportunity to comply.

Whether verbal command, other options or tactics may be more effective.

419.9 DOCUMENTATION

All activations of the Electronic Capture Shield, whether a visual warning or applied on an inmate, shall be documented in the related incident report and Master Log. Notification shall be made to a supervisor in compliance with the office Use of Force Policy. Unintentional activations will also be documented in an incident report. Any report documenting the activation of the Electronic Capture Shield will include an explanation of the circumstances surrounding the activation.

Photographs of the contact sites should be taken by the Corrections Officer to include in their report.

The Corrections Officer should include the following in the incident report:

(a) Identity of the inmate.

(b) Location of the incident.

(c) Date/time of activation.

(d) Identification of the Corrections Officer who possessed and activated the Electronic Capture Shield

(e) Identification of all witnesses.

(f) A description of the circumstances and actions of inmate which initiated the activation of the Electronic Capture Shield.

(g) Medical care provided to the inmate.

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(h) Observations of the inmate’s physical and physiological actions.

(i) Any known or suspected drug use, intoxication or other medical problems.

The office should periodically analyze the reports to identify trends, including deterrence and effectiveness.

419.10 MEDICAL TREATMENT

All inmates who have been exposed to an activation of the Electronic Capture Shield and are showing adverse effects shall be medically assessed prior to housing. Additionally, any inmate who falls under any of the following categories should, as soon as practicable, be examined by qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

Inmates who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called “excited delirium”), or who require a protracted physical encounter with multiple Corrections Officers to be brought under control, may be at an increased risk of sudden death and should be examined by qualified medical personnel as soon as practicable. Any individual exhibiting signs of distress after such an encounter shall be medically cleared.

Any inmate exhibiting signs of distress or who is exposed to multiple applications (i.e., more than 15 seconds) shall be promptly examined by qualified medical personnel or medically evaluated.

If any individual refuses medical attention, such a refusal should be witnessed by another Corrections Officer and/or medical personnel and shall be fully documented in the incident report. A medical refusal form shall be filled out and signed by the inmate.

419.11 TRAINING

Personnel who are authorized to utilize the Electronic Capture Shield shall be permitted to do so only after successfully completing the initial office-approved training. A reassessment of a Corrections Officer’s knowledge and/or practical skill may be required at any time if deemed appropriate by the Lieutenant. All training and proficiency for the Electronic Capture Shield will be documented in the Corrections Officer’s training file.

Command staff and supervisors should receive Electronic Capture Shield training as appropriate for the investigations they conduct and review.

Corrections Officers who do not use the Electronic Capture Shield device should receive training that is sufficient to familiarize them with the device and with working with Corrections Officers who use the device.

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The Lieutenant is responsible for ensuring that all members who use the Electronic Capture Shield device have received initial and proficiency training. Periodic audits should be used for verification.

The application of Electronic Capture Shield device during training could result in injury to personnel and should not be mandatory for certification.

The Lieutenant should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Proper application and use of the Electronic Capture Shield device.

(d) The ability to successfully activate the Electronic Capture Shield device.

(e) Subduing an inmate during the activation/use of the Electronic Capture Shield device and transitioning to other force options.

(f) Restraint techniques that do not impair respiration following the activation/use of the Electronic Capture Shield device.

(g) De-escalation techniques.

419.12 TESTING

All training delivered to the staff should include testing to document that the employee understands the subject matter presented.

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Body Scanner

420.1 PURPOSE

The Kittitas County Sheriff's Office is dedicated to all components of workplace safety for staff, transporting agencies, volunteers, contract staff, and the inmates under the care of its department. The use of the Body Scanner will enhance safety and security measures already in place and is intended to reduce or provide an alternative for the need to perform routine visual body cavity (strip) searches of newly booked inmates and court returnees**.** To reduce contraband, inmates may also be screened on a routine basis or when personnel have a suspicion that an inmate may be concealing any form of contraband.

420.2 DEFINITIONS

Body Scan - X-ray technology used to produce an image revealing the presence of contraband concealed on or inside of a subject.

Body Scan Device - A stationary system for obtaining full height radiographic images of a person to detect any kind of weapons, explosives, drugs, and metals either concealed under the clothes, swallowed, or hidden in anatomical cavities of the human body without causing harm to the scanned person.

X-ray - Also referred to as X-radiation, is a form of electromagnetic radiation similar to light but of shorter wavelength and capable of penetrating solids and of ionizing gases.

Radiation - The process in which energetic particles or waves travel through a medium or space. There are two distinct type of radiation: ionizing and non-ionizing. X-radiation is an ionizing radiation. The amount of x-ray exposure from B-SCAN screening systems is extremely low. The x-ray exposure from a single pass through the system is equivalent to about three minutes of flying in an aircraft at 30,000 feet. In addition, no x-ray radiation reaches beyond the safety zones clearly marked around the base of the system or through the side panels to reach the operator(s).

Exposure - means being exposed to ionizing radiation or to radioactive material.

RSO - Radiation Safety Officer, responsible to ensure all documentation, signage, training and maintenance logs are kept current.

420.3 OVERVIEW

(a) The B Scan (hereinafter referred to as the Scanner) will be utilized to scan new bookings, housed inmates, those returning from work, school, court, objects, and property. The intent is to prevent weapons, drugs, and contraband from entering the facility, and to detect contraband possessed by inmates within the facility or hidden within their property. This does not take the place of routine and intake pat searches but is in addition to pat searches.

(b) All arrestees and housed inmates may be subject to an X-ray scan, unless a condition exists that would prohibit scanning, refer to exemptions and considerations.

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(c) The scanner is a pass-through safety screening system that is capable of revealing contraband secreted in clothing as well as inside body cavities without the need to remove an inmate's clothing, curtailing the supply of contraband entering custody facilities and providing additional privacy during intake and routine searches. Instituting this safety screening program in the jail should reduce the amount of contraband that goes undetected.

420.4 B-SCAN OPERATORS

All scanner screening system operators shall be trained by Custody Field Training Deputies or their designee(s), in the operation of the system and how to identify contraband on the display screens. Deputies will be the primary operators of the scanner equipment and image analysis. However, support staff may be trained to evaluate images that require gender specific analysis.

Personnel who have not been formally trained on the operation of the scanner screening system or personnel who are pregnant, shall not operate the system. Any other exceptions shall be the decision of the on-duty Sergeant. If a trained operator is not available, visual searching procedures shall be utilized.

Scanner screening operators, and any personnel in a position to directly observe the scanner display, shall be of the same gender as the inmate being screened.

Each operator shall be provided training on the operation and use of the Scanner including pre-operational checks, operating the system, subject positioning, interpretation of images, and procedures to be followed if the system is damaged or malfunctions.

420.5 EXCEPTIONS AND CONSIDERATIONS

Pregnant Inmates - Although the amount of radiation is minute and extremely unlikely to cause any sort of fetal effect, the Scanner shall not be used to scan a woman who is known or alleged to be pregnant. A statement by the subject that she is pregnant is sufficient to exempt the subject from a body scan at the time of intake, unless otherwise refuted by medical staff. Inmates who are known to be pregnant shall not be scanned. Inmates who are unsure of their pregnancy status may request a pregnancy test from jail medical services. Pregnant inmates who require a search due to qualifying factors may be subject to a strip search in lieu of the scanner safety screening process.

Disabled Inmates - Person who have a disability that prevents the use of the Scanner shall be afforded reasonable accommodation. Searches shall be thorough and professional, with safety and security being the paramount concern.

Intoxicated Arrestees - Care should be exercised when scanning persons who demonstrate an acute level of intoxication to such an extent that standing or remaining still for the duration of the scan might not be possible. If the person demonstrates objective symptoms of intoxication to an extent that their safety may be compromised by the moving Scanner platform, then the scan should be delayed to a later time or deferred completely if the person will be released when sober.

Pacemakers and Medical Devices - There is no FDA published material indicating the use of the Scanner will adversely affect implanted medical devices such as a pacemaker, and pacemaker

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manufacturers regard the full body scanners as safe for pacemakers and ICD's. The presence of such a device should not preclude the use of the Scanner, unless other circumstances known to medical staff or jail staff indicate otherwise.

Suicidal Inmates/Safety Cell - Inmates who are being placed in a safety cell may be scanned prior to placement in lieu of a strip search.

420.6 PROCEDURE

Both day shift and night shift shall conduct Pre-Start up checks and an empty tunnel test to ensure functionality.

It is preferred that arresting officers will stand by until the process of scanning is complete, and the image is evaluated.

As part of the intake process staff must determine if the inmate meets requirements for scan with no medical exemptions. Every inmate shall have a pat search prior to being changed out of street clothes into jail issued. Inmates will change clothing in a private location, preferably the bathroom in Booking. Staff shall inform the inmate of the amnesty box location and purpose. (Any items found in the amnesty box will be disposed of properly.) Prior to utilization of the scanner each inmate shall receive the proper notifications per WAC 246-230-060 with an option to decline. Those who decline the scanning process have the alternative option of a strip search at intake, followed by an observation period of 72 hours. A secondary strip search shall be required upon the completion of the observation period prior to general housing.

Once in jail issued clothing explain the process and give clear instructions for the scanning process. Once the scan is completed, the inmate and arresting Officer will wait until the image can be evaluated to ensure no contraband is present prior to booking. After evaluating the image, staff will determine if there is contraband detected or not. If there is no contraband, they will "green light" the image to clear it. If potential contraband is detected in the image staff will "red light" the image creating a hold for supervisor review. When creating a hold on the image staff will enter a brief comment stating the reason for the hold, and the location where the contraband was seen. The inmate will remain in sight of booking staff until the scan is read and completed. Once image is determined to be clear of contraband the inmate is considered safe and should not be comingled with other inmates awaiting search.

420.7 REFUSAL TO COOPERATE/COMBATIVE INMATES

(a) Due to the nature of the scanning process, scanning a combative subject will not produce a usable image. Subjects who refuse to cooperate with the scanning process should be placed into a holding cell where their activities can be monitored until they have been scanned or otherwise searched for weapons, drugs or contraband. All refusals will be logged in the electronic master log.

(b) If the subject is an arrestee, they may be accepted into custody and booked

    (a) They shall be searched in accordance to the Custody Manual policy "Inmate Intake and Booking/ Searches."

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(b) If the arrestee would not otherwise be qualified for a strip search, their refusal to submit to a scan may be considered with other factors such as behavior, symptoms of drug use, or observations that would seem to indicate an attempt to conceal weapons, drugs or any other items considered to threaten safety and security of the facility. If the behavior warrants reasonable suspicion, the Booking deputy shall complete a strip search form with ranking supervisor authorization prior to any strip search.

(c) Before any strip search is conducted, reasonable efforts must be made to use less-intrusive means. The subject will be informed that if they refuse, he or she will be subject to a strip search and still must complete a scan prior to housing in general population.

Inmates confined to wheelchairs or with crutches who cannot physically stand for the screening process, as well as those inmates too physically large to pass through the machine or unable to stand still for the duration of the safety screening process, shall be searched as described in "Searches" Policy 512. Medical personnel shall be consulted if there is any question as to whether or not an inmate can be screened.

Scanner screening systems are for use on inmates or property only. No other persons shall be asked or ordered to submit to be scanned under any circumstances. Custody personnel may voluntarily submit to a screening in order to test the function of the machine, instruct in its use, and/or demonstrate if or how concealed items appear on the display.

Scanner safety screenings do not preclude custody personnel from continuing thorough and routine searches as needed to maintain a safe and secure jail environment. Custody personnel shall continue to conduct routine contraband searches of all inmates and their environments.

420.8 EQUIPMENT REPAIR

In the event any of the safety features fail or become inoperable, the operator shall shut down the Scanner and immediately notify a Sergeant who will contact the Lieutenant and RSO. The RSO or designee will contact vendor to make any repairs as necessary. Facility staff will not attempt to make repairs on Scanner. Use of the Scanner will be discontinued until any issues are resolved.

Requests for service shall be made by the facilities by calling the scanner vendor, Smith's Detection, at (800) 297-0955.

420.9 FOUND CONTRABAND

If the scanning process reveals an object that is clearly identifiable as a weapon, drug, or other contraband, the following procedure will be followed:

(a) If the object is clearly a weapon or suspected drug, that information shall be conveyed to the arresting/transporting officer and appropriate officer safety practices should be utilized.

(a) If it appears that the anomaly may have been ingested or inserted into a body cavity (e.g., rectum, vagina, mouth, stomach, or intestines), the arrestee will be asked to remove the object, If the arrestee refuses to remove the object,

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or the object appears to be in a location where a physical body cavity search or intrusive medical procedure would be required, a second opinion shall be obtained from another deputy. If both concur, a supervisor will be contacted and advised of the detection.

(b) The decision to accept or refuse the arrestee pending medical clearance shall be made by the supervisor.

NOTE: Arrestees who require a physical body cavity search shall not be accepted into custody.

(a) If the arrestee is refused admittance:

(a) The Booking deputy who performed the scan shall fill out a "Booking Refusal/ Medical Clearance" form. The form should contain reason for refusal and include a description of the suspected contraband and approximate area where the object appears to be located.

(b) The shift supervisor shall provide the arresting/transporting officer with the following documents. A copy of the refusal form, and a copy of the body scan image. The arresting/transporting officer will be required to obtain a medical clearance prior to return and acceptance of the arrestee. An incident report will be generated detailing circumstances leading to refusal and outcome and submitted to the respective Sergeant.

(c) If the arrestee is accepted into custody, a strip search shall be conducted prior to placement into a Holding Cell. Strip searches will be performed in accordance with KCSO Custody Policy.

(d) If the inmate is already in custody and a physical body cavity search is determined to be necessary, a patrol supervisor shall be notified and make the necessary arrangements to obtain a search warrant by contacting the Patrol Sergeant on duty.

(e) Any contraband retrieved from a body cavity, or which is otherwise suspected of being contaminated, shall be handled using appropriate safeguards and shall be placed in a container which shall be clearly labeled "contaminated."

Any discovery of contraband found as a result of the scanner screening shall be reported in an Incident Report to the respective Sergeant.

420.10 PRESERVATION OF IMAGES

(a) Scanned images are automatically preserved under each inmate's ID number as a jail record. Dose records must be provided to an inmate upon request following agency records policy for dissemination.

(b) In the event weapons, drugs or contraband items are identified or suspected, the image shall be noted in the digital log as well as filing an incident report and attaching photos.

(a) An incident report shall be written if an arrestee is not accepted into custody "Pre-Booking Refusal", or if the item is retrieved via strip search.

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(b) All scans conducted of housed inmates shall be documented via digital log regardless of the result.

(c) The Jail Sergeant shall be notified of any detection and appropriate steps will be taken to provide a copy of the image, if needed as evidence for a criminal prosecution.

420.11 INMATE PROPERTY

(a) Inmates have traditionally used a variety of methods to conceal weapons, drugs, and contraband. Methods have involved concealing items inside inmate commissary containers, sack lunches, issued bedding, and within envelopes use for legal materials.

(b) Any property located in inmate housing may be scanned at any time, for any reason.

420.12 DUTIES OF THE RADIATION SAFETY OFFICER

(a) The assigned staff member shall serve as the Radiation Safety Officer.

(b) The Radiation Safety Officer (RSO) will:

(a) Maintain the Radiation Safety and Protections Program and coordinate the safe operation of X-Ray based body scan device in compliance with applicable federal and state regulations.

(b) Ensure all new or relocated radiation sourcing equipment operated by the Sheriff's Office within the Jail is registered with the Radiologic Health Branch within 30days.

(c) Ensure all radiation sourcing equipment operated within the Jail is maintained and serviced in compliance with applicable federal and state regulations.

(d) Arrange and schedule any needed repair or service for the Scanner upon being advised of any damage or malfunction.

(e) Ensure that radiation safety surveys are performed in compliance with ANSI (American National Standards Institute) Standards. Retain any survey, service, inspection, and instrument calibration records for the lifetime of the Scanner.

(f) Ensure any annual fees for the Scanner is paid to the Radiologic Health Branch of the Washington Department of Public Health prior to the anniversary of the effective date of license.

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Electronic Restraints - JAIL DEPUTIES

426.1 PURPOSE AND SCOPE

This policy establishes guidelines for the application, supervisory oversight, and restrictions on the use of electronic restraints on persons incarcerated in this facility, during transportation of inmates and during court appearances.

426.2 POLICY

The Kittitas County Sheriff's Office allows the use of office-issued electronic restraints as provided in this policy.

426.3 DEPUTIES RESPONSIBILITIES

Deputies shall successfully complete office-approved training prior to using any electronic restraint device. Only office-issued electronic restraint devices shall be used.

Deputies should perform a function test on the device prior to placing it on an inmate. The Sergeant shall ensure that all electronic restraint devices are properly maintained and in good working order.

A deputy should obtain prior judicial approval for the use of an electronic restraint device in a courtroom. The deputy should briefly explain the operation of the device to the judge.

426.4 VERBAL WARNING

A verbal warning of the intended use of the electronic restraint device should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The warning is intended to provide the inmate with an opportunity to comply. The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the deputy deploying the device.

426.5 APPLICATION

Prior to applying the electronic restraint device to an inmate, the deputy should describe its operation and caution the inmate about behaviors that may result in its activation.

Although the electronic restraint device is generally effective in controlling most inmates, deputies should be aware that it may not achieve the intended result, and that they should be prepared with other options.

The electronic restraint device may be used in the following circumstances, when the circumstances perceived by the deputyr at the time indicate that such application is reasonably necessary to:

(a) Prevent self-injury, suicide, escape, injury to others, property damage, or an attempt to remove or destroy the device.

(b) Control the behavior of a high-risk inmate who poses a serious threat to safety or security when being moved within the facility or transported outside the facility.

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426.5.1 MULTIPLE APPLICATIONS

Deputies should activate the electronic restraint device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of an electronic restraint device or for more time than is necessary to control the inmate are generally not recommended and should be avoided unless the deputy reasonably believes that the need to control the inmate outweighs the potentially increased risk posed by multiple applications.

If the first application of the electronic restraint device appears to be ineffective in gaining control of an inmate, the deputy should consider certain factors before additional applications, including whether the inmate has the ability to comply and has been given a reasonable opportunity to comply.

426.5.2 SPECIAL CONSIDERATIONS

Electronic restraint devices should not be used on:

(a) Inmates who are known to be pregnant.

(b) Elderly or infirm inmates.

(c) Inmates with obviously low body mass.

(d) Inmates who have been recently sprayed with a flammable chemical agent or who are otherwise in proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(e) Inmates whose position or activity may result in collateral injury (e.g., falls from height, running).

Because the application of the electronic restraint device relies primarily on pain compliance, its use generally should be limited to a distraction technique to gain separation between the deputy and the inmate, or to disrupt an inmate's violent or unruly behavior, thereby giving deputies time and distance to consider other force options or actions.

The electronic restraint device shall not be used to psychologically torment, elicit statements from, retaliate against, or punish any inmate.

426.6 MEDICAL TREATMENT

All inmates who have been subjected to the electric discharge of an electronic restraint device should have the contact site medically assessed.

Additionally, any inmate who falls under any of the following categories should, as soon as practicable, be examined by a qualified health care professional:

(a) The inmate is suspected of being under the influence of controlled substances and/or alcohol.

(b) The inmate may be pregnant.

(c) The inmate reasonably appears to be in need of medical attention.

(d) The inmate requests medical treatment.

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If any inmate refuses medical attention, such a refusal should be witnessed by another deputy and/or medical personnel and shall be fully documented. If an audio recording is made of the contact or an interview with the inmate, any refusal should be included, if possible.

Deputies shall inform any person providing medical care or receiving custody that the inmate has been subjected to the activation of an electronic restraint device.

426.7 DOCUMENTATION

Deputies shall document each incident where electronic restraints are placed on an inmate or are activated. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional activations will also be documented.

426.8 SUPERVISOR RESPONSIBILITIES

Supervisor approval is necessary before an electronic restraint device is placed on an inmate. A supervisor should respond to all incidents where an electronic restraint device was activated.

A supervisor should review each incident where an inmate has been exposed to an activation of an electronic restraint device. Any onboard memory should be downloaded by a supervisor and retained with the inmate’s file.

Photographs of contact sites should be taken and witnesses interviewed.

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Over-Detention and Inadvertent Releases

421.1 PURPOSE AND SCOPE

This policy is intended to provide guidance to staff and management to prevent and address over-detention or inadvertent release.

421.1.1 DEFINITIONS

Definitions related to this policy include:

Inadvertent release - Any instance of an inmate being mistakenly released.

Over-detention - Any instance of an inmate being mistakenly detained beyond his/her scheduled release date.

421.2 POLICY

It is the policy of this office to reasonably ensure that over-detention and inadvertent releases do not occur.

421.3 OVER-DETENTION

Any custody staff member who discovers or receives information of an over-detention, or a complaint from an inmate regarding over-detention (which could be discovered through a grievance), should immediately notify the Sergeant (see the Inmate Grievances Policy).

The Sergeant should direct the jail records unit to immediately conduct an investigation to determine the correct release date of the inmate and to report the findings to the Sergeant.

Inmates who are found to be over-detained shall be processed for immediate release in accordance with the End of Term Release Policy. The Sergeant shall ensure that the Jail Superintendent is notified, an entry is made to the daily activity log and that a report is completed.

421.3.1 OVER-DETENTION GRIEVANCES

Any custody staff member who receives information or a complaint from an inmate regarding over-detention should assist the inmate with completing a grievance form and forward the form directly to the Sergeant as soon as practicable.

The Sergeant receiving a grievance regarding an over-detention should direct the jail records unit to immediately conduct an investigation to determine the correct release date of the inmate and to report the findings to the Sergeant.

If the Sergeant decides not to release the inmate, the Sergeant should ensure the inmate receives a grievance hearing within 24 hours of the grievance submission. The hearing documentation should reflect efforts made to investigate the allegation (see the Inmate Grievances Policy).

421.4 INADVERTENT RELEASE

Whenever an inadvertent release is discovered, the custody staff member making the discovery shall immediately notify the Sergeant. The notification shall be documented in the daily activity log.

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421.4.1 INADVERTENT RELEASE INVESTIGATION

The Sergeant should direct the jail records unit to immediately conduct an investigation to determine the cause of the inadvertent release.

The Sergeant will coordinate a response based upon the seriousness of the threat the inmate may pose to the community. The threat assessment should be based upon the inmate’s criminal history and the reason he/she is currently in custody, among other factors.

In the case of an inadvertent release, the Sergeant should immediately notify the Jail Superintendent and ensure a report is completed. The Jail Superintendent should notify the Sheriff.

An appropriate evaluation of the circumstances shall be made to determine whether the inadvertent release should be classified as an escape.

421.4.2 RETURNING THE INMATE TO CUSTODY

When the inmate is located and returned to the facility, the appropriate notifications should be made as soon as possible.

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Use of Force - JAIL DEPUTIES

422.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every deputy of this office is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those methods, techniques, and control devices set forth below, the guidelines for the reasonable application of force contained in this policy shall apply to all policies addressing the potential use of force, including but not limited to the Conducted Energy Device, Use of Restraints, and Electronic Restraints policies.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force that is reasonably anticipated and intended to create a substantial likelihood of death or very serious injury.

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the deputy or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Force team technique - The force team technique ordinarily involves trained deputies clothed in protective gear who enter the inmate's area in tandem, each with a specific task, to achieve immediate control of the inmate.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

Totality of the circumstances - All facts and circumstances known to the deputy at the time, taken as a whole, including the conduct of the deputy and the individual leading up to the use of force.

422.2 POLICY

The use of force is a matter of critical concern, both to the public and to the public safety community. Deputies are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Deputies must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of public safety duties.

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The Kittitas County Sheriff's Office recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

422.3 USE OF FORCE

Deputies shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the deputy at the time of the event to accomplish a legitimate government purpose such as to gain control of the individual; protect and ensure the safety of inmates, members, and others; prevent serious property damage; prevent escape; obtain compliance with facility rules and member orders; or ensure the institution's security and good order.

The reasonableness of force will be judged from the perspective of a reasonable deputy on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that deputies are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation a deputy might encounter, deputies are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which deputies reasonably believe that it would be impractical or ineffective to use any of the control devices, weapons, or methods provided by this office. Deputies may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate government purpose.

While the ultimate objective of every encounter is to avoid or minimize injury, nothing in this policy requires a deputy to retreat or be exposed to possible physical injury before applying reasonable force.

Force shall never be used as punishment.

422.3.1 FACTORS TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a deputy has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to deputies or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the deputy at the time.

(c) Deputy/individual factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of deputies available vs. individuals).

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(d) The effects of suspected drug or alcohol use.

(e) The individual's mental state or capacity.

(f) The individual's ability to understand and comply with deputy commands.

(g) The proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and their ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) The seriousness of the suspected offense or reason for contact with the individual.

(k) The training and experience of the deputy.

(l) The potential for injury to deputies, inmates, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the deputy.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation to maintain or restore order.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the deputy or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

422.3.2 DUTY TO INTERCEDE AND REPORT

Any deputy present and observing another law enforcement officer or office member using force that is clearly beyond that which is objectively reasonable under the circumstances should, when in a position to do so, intercede to prevent the use of unreasonable force.

Any deputy who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

422.3.3 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each deputy should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

422.3.4 ALTERNATIVE TACTICS - DE-ESCALATION

When circumstances reasonably permit, deputies should use nonviolent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

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422.3.5 NECK RESTRAINTS AND CHOKE-HOLDS PROHIBITED
Deputies of this office shall not use a neck restraint or choke-hold in the course of their duties (RCW 10.116.020).

A "neck restraint" refers to any vascular neck restraint or similar restraint, hold, or other tactic in which pressure in applied to the neck for the purpose of constricting blood flow.

A "choke-hold" refers to any intentional application of direct pressure to the person's trachea or windpipe for the purpose of restricting another person's airway.

422.3.6 PAIN COMPLIANCE TECHNIQUES
Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Deputies may only apply those pain compliance techniques for which they have successfully completed office-approved training. Deputies utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the deputy.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the deputy determines that compliance has been achieved.

422.3.7 USE OF FORCE TO SEIZE EVIDENCE
In general, deputies may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, deputies are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, deputies shall not intentionally use any technique that restricts blood flow to the head, restricts respiration, or creates a reasonable likelihood that blood flow to the head or respiration would be restricted.

422.4 IMMEDIATE AND CALCULATED USE OF FORCE
An immediate use of force occurs when force is used to respond without delay to a situation or circumstance that constitutes an imminent threat to security or safety. For example, the immediate use of force by a deputy may be necessary to stop an inmate from inflicting life-threatening injuries to him/herself or to stop an assault on any other person, including other inmates. The destruction of government property may require the immediate use of force by a deputy in some circumstances. A verbal warning should be given before an immediate use of force unless the circumstances preclude it.

If there is no need for immediate action, deputies should attempt to resolve the situation through voluntary compliance or, if it reasonably appears necessary, the calculated use of force. A calculated use of force is called for when an inmate's presence or conduct poses a threat to safety or security and the inmate is located in an area that can be controlled or isolated, or when time and circumstances permit advance planning, staffing, and organization.

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The assistance of available non-custodial members (e.g., psychologists, counselors) should be considered when attempting to resolve a situation without confrontation.

A supervisor should be present in any situation involving the calculated use of force. The supervisor shall notify the Lieutenant or the authorized designee for approval and consultation prior to any calculated use of force.

422.4.1 CONFRONTATION AVOIDANCE PROCEDURES

Prior to any calculated use of force, the supervisor shall confer with the appropriate persons to gather pertinent information about the inmate and the immediate situation. Based on the supervisor's assessment of the available information, the supervisor should direct the deputy to attempt to obtain the inmate's voluntary cooperation and consider other available options before determining whether force is necessary.

Regardless of whether discussions with any additional persons or resources are accomplished by telephone or in person, the purpose is to gather information to assist in developing a plan of action, such as the inmate's medical/mental history (e.g., asthma or other breathing-related illnesses, hypoglycemia, diabetes), any recent incident reports, or situations that may be contributing to the inmate's present condition (e.g., pending criminal prosecution or sentencing, recent death of a loved one, divorce). The assessment should include discussions with members who are familiar with the inmate's background or present status. This may provide insight into the cause of the inmate's immediate agitation. It also may identify other members who have a rapport with the inmate and could possibly resolve the incident peacefully, without the use of force.

If force is determined necessary and other means of gaining control of an inmate are deemed inappropriate or ineffective, then the force team technique should be used to control the inmate and to apply restraints, if required.

Consideration should also be given to preventing exposure to communicable diseases in calculated use of force situations and to ensuring that medical services personnel are available.

422.5 REPORTING THE USE OF FORCE

Every deputy use of force is an incident that shall be reported using the appropriate report form.

Documentation will reflect the actions and responses of each deputy participating in the incident, as witnessed by the reporting deputy.

The report should include:

(a) A clear, detailed description of the incident, including any application of weapons or restraints.

(b) The identity of all involved in the incident (e.g., inmates, deputies, members, and others).

(c) The factors perceived and why the deputy believed the use of force was reasonable under the circumstances.

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(d) Efforts made to avoid or temper the severity of a forceful response, and if there were none, the reasons why.

(e) Description of any injuries to anyone involved in the incident, including the result of any medical checks that show the presence or absence of injury.

Deputies shall submit the appropriate documentation before going off-duty, unless directed otherwise by a supervisor.

Any member directly observing the incident shall make a verbal report to a supervisor as soon as practicable and include as much of the aforementioned information as is known by the member.

A video recording is required for all calculated use of force incidents. The recording and documentation will be part of the use of force review package. The supervisor should ensure the recording is properly processed for retention and a copy is forwarded with the report to the Jail Superintendent within three working days.

The supervisor responsible for gathering the reports may allow a reasonable delay in preparation of a report in consideration of immediate psychological and/or physical condition of the involved member.

The Sergeant shall promptly notify the Jail Superintendent of any incident involving a deputy employing deadly force, or any incident where a death or serious bodily injury may have been caused by a deputy.

422.5.1 NOTIFICATION TO INDIAN AFFAIRS

When the use of force by a deputy results in the death of a person who is an enrolled member of a federally recognized American Indian tribe, notification shall be made to the Governor's Office of Indian Affairs within a reasonable period of time, but not more than 24 hours after the office has good reason to believe the person was an enrolled member. Notice shall include sufficient information for the Governor's Office of Indian Affairs to attempt to identify the deceased person and tribal affiliation (RCW 10.114.021).

422.5.2 NOTIFICATION TO CRIMINAL JUSTICE TRAINING COMMISSION

Notification shall be made to the Criminal Justice Training Commission within 15 days of any death or serious injury caused by the use of force by a deputy (RCW 43.101.135).

422.6 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported use of force, the supervisor is expected to:

(a) Ensure a scene perimeter is established to preserve and protect evidence, if appropriate.

(b) Ensure that the chain of command is notified and that all necessary health and safety and security measures are initiated.

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(c) Obtain the basic facts from the involved members. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(d) Ensure that the appropriate investigation authority is notified, if appropriate.

(e) Ensure that any parties involved in a use of force situation are examined by medical staff if there is cause to believe they were or may have been injured in the incident, and afforded medical treatment as appropriate.

(f) When possible, separately obtain a recorded interview with all individuals upon whom force was used. If this interview is conducted without the person having voluntarily waived their *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(g) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas. These photographs should be retained until all potential for civil litigation has expired.

(h) Identify any witnesses not already included in related reports.

(i) Review and approve all related reports.

(j) If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(k) Evaluate the circumstances surrounding the incident and notify the Jail Superintendent of the need for an administrative investigation if there is a question of a violation of either law or policy by an office member.

If a supervisor is unable to respond to the scene of an incident involving a reported application of force, the supervisor is still expected to complete as many of these items as circumstances permit.

When an incident results in death, serious bodily harm, or great bodily harm, a supervisor shall immediately contact the Sheriff or command staff.

422.7 USE OF DEADLY FORCE

When reasonable, the deputy shall, prior to the use of deadly force, warn that deadly force may be used, unless the deputy has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

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(a) A deputy may use deadly force to protect themself or others from what the deputy reasonably believes is an immediate threat of death or serious bodily injury.

(b) A deputy may use deadly force to stop an escaping inmate, or to stop a fleeing individual, when the deputy has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the deputy reasonably believes that there is an imminent or future potential risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the individual is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if a deputy reasonably believes the individual has a weapon or is attempting to access one and it is reasonable to believe the individual intends to use it against the deputy or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon and the deputy believes the individual intends to do so.

422.8 USE OF FORCE REVIEW

The Sergeant shall review all related reports of use of force incidents occurring on their command. The review is to determine whether the use of force was in compliance with policy, procedure, and applicable law, and to determine if follow-up action or investigation is necessary. The Sergeant should also ensure that a review packet containing a copy of all pertinent reports and materials is prepared and forwarded to the Lieutenant. The Lieutenant shall review the packet and the use of force and forward it to the Jail Superintendent, if approved. The Jail Superintendent shall review and forward the packet to the Sheriff for final review and approval.

422.9 TRAINING

The Jail Superintendent shall work with the Lieutenant to ensure legal and facility training mandates are met. This training shall include the following:

(a) Use of force, including the duty to intercede

(b) Weapons, control devices, and chemical agents

(c) Self-defense

(d) Confrontation avoidance procedures:

1. Communication techniques
2. De-escalation techniques
3. Dealing with the mentally ill
4. Application of restraints

(e) Forced cell extraction techniques

(f) General restraint training (soft and hard restraints)

(g) Reporting procedures

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422.9.1 TRAINING FOR OTHER WEAPONS AND CONTROL DEVICES

The Lieutenant shall ensure that all deputies who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified, as necessary.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the deputy's training file.

(c) Deputies who fail to demonstrate proficiency with the control device or knowledge of this policy will be restricted from carrying the control device until demonstrating proficiency. If a deputy cannot demonstrate proficiency with a control device or knowledge of this policy after remedial training, the deputy may be subject to discipline.

422.9.1 PERIODIC TRAINING

Supervisors should conduct and document regular periodic briefings concerning this policy and the storage and use of other weapons and control devices. Any test sheets or documentation of performance should be forwarded to the Lieutenant to be included in the deputy's training file.

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Evidence Handling

424.1 PURPOSE AND SCOPE

All items found and or confiscated as evidence that can be used in a criminal prosecution will be maintained at the Kittitas County Jail on a temporary basis for the sole purpose of the evidence being transferred to the Kittitas County Sheriff's Office and or arresting/transporting law enforcement agency.

424.2 DEFINITIONS

Contraband- Any item or items not authorized by the Kittitas County Jail.

Evidence- Documents, records, objects, and other such items relating to the criminal existence or nonexistence of alleged or disputed facts which may aid in a criminal prosecution.

Personal Property- The ownership of a thing is the right of one or more persons to possess and use it to the exclusion of others.

424.3 PROCEDURES

Evidence shall be stored appropriately and placed into a secure sallyport locker until the Kittitas County Sheriff's Office and or the arresting or transporting law enforcement agency returns to the Kittitas County Jail to take custody of the evidence.

Jail Staff discovering evidence will document the evidence in an incident report. The incident report shall include but is not limited to the following items:

- Date
- Time
- Name of inmate (If applicable)
- Location found
- Location of storage
- Document evidence within GuardianRFID

Evidence to be transferred to the Kittitas County Sheriff's Office and or the arresting/transporting law enforcement agency will be placed in a secure sallyport locker.

The locker key will be removed from the lock and stored in a safe location to help preserve the chain of custody.

Document the chain of custody within the incident report to include the number of the locker where the evidence was secured.

Contraband will be documented with an incident report and then destroyed or disposed of outside the Kittitas County Jail. Contraband will not be maintained as evidence for an inmate disciplinary hearing. Contraband should be photographed and added to an incident report for an inmate's disciplinary hearing.

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Chapter 5 - Inmate Due Process

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Inmate Discipline

500.1 PURPOSE AND SCOPE

This policy addresses the fair and equitable application of inmate rules and disciplinary sanctions for those who fail to comply.

500.2 POLICY

It is the policy of this office to maintain written general categories of prohibited inmate behavior that are clear, consistent and uniformly applied. Written rules and guidelines will be made available to all inmates. They will include a process for resolving minor infractions and a hearing process for a more serious breach of inmate rules. Criminal acts may be referred to the appropriate criminal agency.

500.3 DUE PROCESS

Inmates who are subject to discipline as a result of rule violations shall be afforded the procedural due process established in the policies, procedures and practices relating to inmate discipline. Staff will not engage in arbitrary actions against inmates. All disciplinary actions will follow clearly established procedures. All disciplinary sanctions will be fairly and consistently applied.

The process for an inmate accused of a rule violation include:

- Published rules of conduct related to maintaining facility safety, security and order and clearly defined penalties for a violation of rules.
- A fair hearing in which the Jail Superintendent or the authorized designee presents factual evidence supporting the rule violation and the disciplinary action.
- Advance notice to the inmate of the disciplinary hearing, to allow the inmate time to prepare a defense.
- An impartial hearing officer.
- The limited right to call witnesses and/or present evidence on his/her behalf.
- The appointment of an assistant or representative in cases where the inmate may be incapable of self-representation.
- A formal written decision that shows the evidence used by the hearing officer, the reasons for any sanctions and an explanation of the appeal process.
- Reasonable sanctions for violating rules that relate to the severity of the violation.
- The opportunity to appeal the finding.

500.3.1 INMATE RULES GENERALLY

The Jail Superintendent is responsible for ensuring that inmate rules and sanctions are developed, distributed, reviewed annually and revised as needed.

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Inmate rules should be an integral part of the inmate orientation and may be provided verbally by staff, as a part of a video presentation to inmates and in a printed inmate handbook. Inmate rules shall be given to each inmate during initial housing in the form of an inmate handbook, or shall be posted in housing units. Penalties for violation of these rules will also be included in this material.

Inmates cannot be held accountable for rules of which they are unaware. However, it is impossible to define every possible prohibited act or rule violation that might be encountered in a detention facility. Therefore, a current list of recognized infractions that are generally prohibited will be available in each housing unit. Any revised inmate rules shall not go into effect until all inmate rule handbooks have been replaced or the revised rules have been made available in each housing unit. All inmates, regardless of their housing unit, shall have access to these rules. Inmate rules shall be translated into the languages that are understood by the inmates.

Disciplinary procedures governing inmate rule violations shall address rules, minor and major violations, criminal offenses, disciplinary reports, pre-hearing detention and pre-hearing actions or investigations.

500.3.2 RULE VIOLATION REPORTS

A record of all disciplinary infractions and punishment administered will be made. This requirement may be satisfied by retaining copies of rule violation reports, including the disposition of each violation. Rule violation reports are required for all violations that will require investigation or a formal resolution. The staff member who observed or detected the rule violation or who was charged with investigating a rule violation is responsible for completing the rule violation report.

The rule violation report shall include, at minimum:

- The date, time and location of the incident.
- Specific rules violated.
- A written description of the incident.
- The identity of known participants in the incident.
- Description and disposition of any physical evidence.
- Action taken by staff, including any use of force.
- Name and signature of the reporting staff
- Date and time of the report.

500.4 RULE VIOLATION PROCEDURES

Infractions may be written by any staff member and submitted to the supervisor for review.

A violation of rules observed by volunteers or contractors will be reported to a deputy for further action.

The following are disciplinary sanctions that may be imposed for infractions:

- Counseling the inmate regarding expected conduct

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- Loss of good time
- Loss of television, telephone, chirping devices, tablets, visitation and/or commissary privileges
- Lockdown in the inmate's assigned cell or confinement in the inmate's bunk area
- Loss of any other privilege directly associated with the infraction

Disciplinary sanctions will be applied on a progressive scale appropriate to the violation and applied consistently. Sanctions applied outside standard ranges due to mitigating circumstances must be documented within the findings report.

Appeals by the inmate will be addressed in writing to the Sergeant within 5 calendar days.

500.4.1 INFRACTION SEVERITY LEVEL

Infractions are distinguished between three levels of severity; low severity, medium severity, and high severity.

Low Severity: Infractions minor in nature that go against general facility rules, procedure, or routines. These types of violations can be handled informally (warning/verbal reprimand) or formally by submitting an infraction report resulting in a disciplinary hearing.

Medium Severity: Infractions that are more serious in nature than those of low severity but do not rise to the level of high severity. Staff members witnessing or becoming aware of an infraction of this level shall submit an infraction report resulting in a disciplinary hearing.

High Severity: Infractions serious in nature that threaten the safety, security or efficiency of the facility, its staff members, inmates or visitors. Staff members witnessing or becoming aware of an infraction of this level shall take immediate steps to stabilize and manage the situation, including immediate notification to a supervisor. The supervisor shall assess the situation and initiate any emergency action, if necessary.

The staff member who learned of the infraction shall write and submit the infraction, along with all relevant evidence, to the appropriate supervisor prior to the end of the shift.

Reports shall be concise, explain the facts of the infraction and should describe any evidence supporting that the accused inmate did or did not commit the infraction. The report shall contain the elements identified in the Infraction Reports section of this policy.

500.4.2 ADMINISTRATIVE SEGREGATION HOUSING

Inmates who are accused of a major infraction may be moved to segregation housing for prehearing detention, with the supervisor's approval, if there is a threat to safety or security. Inmates placed in prehearing detention are subject to the property and privilege restrictions commensurate with segregated confinement.

The Jail Superintendent or the authorized designee shall, within 72 hours excluding weekends and holidays, review the status of any inmate in pre-hearing detention to determine whether continued prehearing segregation housing is appropriate.

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500.5 INVESTIGATIONS

Investigations involving major infractions should be completed within 24 hours of discovery of the incident.

Once signed by a supervisor the charging staff member will be responsible for the following:

- Setting the hearing date during business days/hours
- Insure that the hearing Deputy has all forms, reports and evidence generated from the infraction to conduct the hearing.

500.6 NOTIFICATIONS

An inmate charged with an infraction shall be given a written description of the incident and the rules violated at least 24 hours before a disciplinary hearing.

Unless waived in writing by the inmate, hearings may not be held in less than 24 hours from the time of notification.

500.7 HEARING DEPUTY/PANEL

The hearing panel for infractions of low severity may consist of a single deputy. The hearing panel for infractions of medium or high severity will consist of 2 deputies. A Hearing Deputy should be a member of classification, a Corporal, or qualified senior staff member who will have the responsibility and authority to rule on charges. The hearing Deputy shall not investigate nor preside over any inmate disciplinary hearing on cases where they were a witness or were directly involved in the incident that generated the complaint.

500.8 HEARING PROCEDURE

Inmates charged with infractions are entitled to be present at a hearing unless waived in writing or excluded because their behavior poses a threat to facility safety, security and order. Staff shall inform the hearing deputies when any inmate is excluded or removed from a scheduled hearing and shall document the reasons for the exclusion or removal.

Hearings may be postponed or continued for a reasonable period of time for good cause. Reasons for postponement or continuance shall be documented and forwarded to the Sergeant.

The hearing officer shall disclose to the accused inmate all witnesses who will be participating in the hearing. Inmates have no right to cross-examine witnesses. However, the accused inmate may be permitted to suggest questions that the hearing officer, in his/her discretion, may ask.

500.8.1 EVIDENCE

Accused inmates have the right to make a statement, present evidence and call witnesses at the hearing. Requests for witnesses shall be submitted in writing by the inmate no later than 12 hours before the scheduled start of the hearing.

The hearing officers may deny the request when it is determined that allowing the witness to testify would be unduly hazardous to institutional safety or correctional goals, when the witness's information would not be relevant or would be unnecessarily duplicative, or is otherwise

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unnecessary. The reason for denying a witness to testify shall be documented in the hearing report. The reason for denial of any documents requested by the inmate shall also be documented in the hearing report.

Absent a safety or security concern, all staff reports and evidence, including exculpatory evidence, obtained during the disciplinary investigation shall be made available to the accused inmate prior to the hearing.

500.8.2 CONFIDENTIAL INFORMANTS

If information from any confidential informant is to be presented at the hearing, information establishing the reliability and credibility of the informant shall be provided to the hearing officers prior to the hearing. The hearing officers shall review such information to determine whether the informant is reliable and credible.

500.8.3 STAFF ASSISTANCE

A staff member shall be assigned to assist an inmate who is incapable of representing him/herself at a disciplinary hearing due to literacy, developmental disabilities, language barriers or mental status.

The scope of the duties of the assistant shall be commensurate with the reasons for the appointment. The assistant should be allowed sufficient time to confer with the inmate to fulfill his/her obligations. In these cases the inmate does not have a right to appoint a person to assist in his/her disciplinary hearing. The final decision regarding the appointment rests with the hearing officer.

Inmate discipline is an administrative and not a judicial process. Inmates do not have a right to an attorney in any disciplinary hearing. Additionally, disciplinary matters may be referred for criminal prosecution and jail disciplinary action concurrently as there is no double jeopardy defense for an administrative process.

500.8.4 DISCIPLINARY DECISIONS

Disciplinary decisions shall be based on the preponderance of evidence presented during the disciplinary hearing.

The disciplinary process shall consider whether an inmate's mental disabilities or mental illness contributed to the inmate's behavior when determining what type of discipline, if any, should be imposed (28 CFR 115.78(c)).

500.8.5 REPORT OF FINDINGS

A record of all disciplinary hearings shall be maintained in accordance with established records retention schedules.

The hearing deputy shall complete the section of the findings form regarding the outcome of the hearing. A copy of the form shall be provided to the inmate. The original shall be filed with the record of the proceedings. All documentation related to the disciplinary process shall be retained and a copy should be placed in the inmate's classification file.

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All disciplinary hearing reports and dispositions shall be reviewed by a Sergeant soon after the a final disposition.

500.9 DISCIPLINARY APPEALS

Inmates wishing to appeal the decision of the hearing, must do so in writing within five calendar days of the decision. All appeals will be forwarded to a Sergeant for review.

Only appeals based on the following will be considered:

(a) The disciplinary process or procedures were not followed.

(b) New evidence or witnesses are presented that may change the outcome of the hearing.

(c) There was insufficient evidence to support the hearing officer's decision.

(d) The discipline imposed was not proportionate to the violation committed.

A final disposition shall be rendered as soon as possible if the inmate's appeal is granted or discipline is reduced but no later than 10 business days after the appeal. The decision of the review authority shall be final and the result of the appeal shall be provided to the inmate in writing.

500.10 LIMITATIONS ON DISCIPLINARY ACTIONS

The U.S. and State Constitutions expressly prohibit all cruel or unusual punishment. Additionally, there shall be the following limitations:

- In no case shall any inmate or group of inmates be delegated the authority to punish any other inmate or group of inmates.
- Only in extreme cases shall a Time Out cell, as specified in the Time Out Cell Policy, be used for disciplinary purposes.
- In no case shall any restraint device be used for disciplinary purposes.
- Food shall not be withheld as a disciplinary measure.
- Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence other than legal mail may be suspended for no longer than 72 hours without the review and approval of the Jail Superintendent.
- In no case shall access to the courts and/or legal counsel be suspended as a disciplinary measure.
- No inmate may be deprived of the implements necessary to maintain an acceptable level of personal hygiene.
- Disciplinary segregation in excess of 30 days without review by the Jail Superintendent or designee is prohibited. The review shall include a consultation with health care staff. Such reviews shall continue at least every 15 days thereafter until the disciplinary status has ended.

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- Discipline may be imposed for sexual activity between inmates. However, such activity shall not be considered sexual abuse for purposes of discipline unless the activity was coerced (28 CFR 115.78(g)).
- No discipline may be imposed for sexual contact with staff unless there is a finding that the staff member did not consent to such contact (28 CFR 115.78(e)).
- No inmate may be disciplined for falsely reporting sexual abuse or lying, even if an investigation does not establish evidence sufficient to substantiate the allegation, if the report was made in good faith based upon a reasonable belief that the alleged conduct occurred (28 CFR 115.78(f)).

500.11 GUIDELINES FOR DISCIPLINARY SANCTIONS

The sanctions imposed for rule violations can range from counseling, loss of privileges, lockdown, extra work and loss of good time, to implementation of the Disciplinary Segregation Policy. To the extent that there is available therapy, counseling or other interventions designed to address and correct underlying reasons or motivations for sexual abuse, the facility shall consider whether to require an inmate being disciplined for sexual abuse to participate in such interventions as a condition of access to programming or other benefits (28 CFR 115.78(d)).

Discipline shall be commensurate with the nature and circumstances of the offense committed, the inmate's disciplinary history and the sanctions imposed for comparable offenses by other inmates with similar histories (28 CFR 115.78(b)).

Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse (28 CFR 115.78(a)).

The Sheriff or the Jail Superintendent shall be responsible for developing and implementing a range of disciplinary sanctions for violations.

500.11.1 IMPLEMENTATION OF A BEHAVIORAL PLAN

Traditional means of inmate discipline for rule violations is not always applicable or appropriate due to varying factors to include, substance use, medical or mental health conditions. The implementation of approved programming or treatment can prove beneficial to overall behavioral management while in custody. Additional or pre-existing sanctions can diminish advancement towards set behavioral goals. A behavioral plan can be used to modify traditional means of behavioral management as applicable.

A behavioral plan is considered an agreement between the inmate and the jail to follow listed guidelines in lieu of traditional sanctions. The documented behavioral plan will consist of parameters to include at a minimum, original suspended sanctions, requirements of the agreement, consequences for violating the terms, and length of contract.

Behavioral Contracts shall be constructed by members of the classification team in a way that produces the desired behavioral outcome. Whenever applicable, mental health staff should be

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consulted during development for input. Behavioral contracts will be approved by the Operations Lieutenant or designee prior to presenting to the inmate.

500.12 TRAINING

The Jail Superintendent or the authorized designee is responsible for ensuring that a wide range of training and disciplinary tools are available to aid staff and that preprinted forms are available for documenting rule violations in a consistent and thorough manner.

The Lieutenant is responsible for developing and delivering, or procuring, training for staff members who participate in the disciplinary hearing process. Training topics should include the legal significance of due process protections and the hearing officer's role in assuring that those protections are provided.

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Disciplinary Segregation

501.1 PURPOSE AND SCOPE

This policy specifically addresses disciplinary segregation and guiding principles relating to the conditions attached to that segregation. It will provide guidance to the staff on acceptable practices with regard to management of inmates in disciplinary segregation or classified as requiring special management needs.

501.1.1 DEFINITIONS

Definitions related to this policy include:

Intensive Managment Segregation (IMS) - A status assigned to an inmate after a disciplinary hearing in which the inmate was found to be in violation of a jail rule or state or federal law. This status results in separating the inmate from the rest of the inmate population to serve the consequence imposed.

501.2 POLICY

The Kittitas County Sheriff's Office will maintain a disciplinary segregation unit to house inmates who, after an impartial due process hearing, are being sanctioned for violating one or more jail rules. Restrictions on privileges will be subject to the disciplinary process and in accordance with this policy.

501.3 DISCIPLINARY SEGREGATION

Inmates may be placed into disciplinary segregation after the facts of the rule violation are determined to be a violation, in accordance with the office Inmate Discipline Policy. The officer shall impose sanctions in accordance with the sanctioning schedule established by the Jail Superintendent. Maximum sanctions for any one incident, regardless of the number of rules violated, shall not exceed 90 days. Inmates who are in disciplinary segregation for more than 30 days shall have their case reviewed by the Jail Superintendent or the authorized designee The Jail Superintendent's or the authorized designee's review will include a consultation with health care staff. The case will be reviewed every 15 days thereafter, including consultations with health care staff. This review shall be documented.

501.4 INMATE ACCESS TO SERVICES

The ability to sanction inmates for conduct violations is not absolute. Absent legitimate penological reason, inmates continue to have a right to receive certain services. However, inmates in disciplinary segregation, in accordance with the Inmate Discipline Policy, or special management inmates, who are sanctioned for one or more rule violations, may be subject to loss of privileges or credit for good time and work.

Services to provide for basic human needs must continue to be made available. There are minimum service requirements that must be maintained to ensure the facility continues to operate in a constitutional manner. All custody staff will adhere to the following policy sections to guide

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them in the supervision of inmates held in disciplinary isolation or classified as requiring special management needs.

501.4.1 MEDICATION, CLOTHING AND PERSONAL ITEMS

Inmates placed in disciplinary segregation are considered special management inmates and shall not be denied prescribed medication.

Absent unusual circumstances, special management inmates will continue to have the same access to personal items in their cell as general population inmates have, including the following:

- Clean laundry
- Clothing exchanges
- Bedding and linen exchanges

Inmates in disciplinary segregation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them to attempt suicide. The decision to continue to deprive the inmate of these articles must be made by the Jail Superintendent or the authorized designee and reviewed every 24 hours.

501.4.2 SHOWERING AND PERSONAL HYGIENE

Inmates in disciplinary segregation should be allowed to have shower access with the same frequency as the general inmate population, if reasonably practicable, but at minimum shall be afforded the opportunity to shower every other day. The opportunities for each inmate to have shower access, either directly or during their out time, will be documented in the Master log.

Exceptions to this policy can only be made when the restriction is determined to be a safety and security risk to the facility. . Any exceptions to this basic requirement must be reviewed and approved by the Sergeant. The circumstances necessitating a restriction must be clearly documented in the Master log.

501.4.3 DENIAL OF AUTHORIZED ITEMS OR ACTIVITIES

Personal items may be withheld when it reasonably appears that the items will be destroyed, or misused, by the inmate or it is reasonably believed that the personal item will be used for a self-inflicted injury or to harm others.

Whenever an inmate in disciplinary segregation is denied personal care items or activities that are usually authorized to the general population inmates, except for restrictions imposed as a result of a disciplinary hearing, the deputy taking such action shall be documented, either on an Infraction or in the Master log, describing the circumstances that necessitated the need to restrict personal items or activities.

501.4.4 MAIL AND CORRESPONDENCE

Inmates in disciplinary segregation shall have the same privileges to write and receive correspondence as inmates in general population, except in cases where inmates violated correspondence regulations. In such cases, mail privilege may be suspended. The Jail

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Superintendent or the authorized designee shall approve all mail privilege suspensions that exceed 72 hours. Legal mail shall not be suspended from access or delivery to the inmate.

501.4.5 VISITATION
Inmates in disciplinary segregation shall have the same opportunities for visitation as general population inmates, except when the visitation privileges are suspended pursuant to a sanction imposed. Disciplinary sanctions that limit or curtail visitation must be clearly documented and approved by a supervisor if not a condition of the original approved discipline.

501.4.6 READING AND LEGAL MATERIALS
Inmates in disciplinary segregation shall have the same access to legal materials as the general population inmates, unless the restriction is directed by a court of law or there is a reasonable basis to believe the materials will be used for illegal purposes or pose a direct threat to the security and safety of the facility. In such cases the basis for the action shall be documented in the Master log. Access to courts and legal counsel shall not be suspended as a disciplinary measure.

501.4.7 EXERCISE
Inmates in disciplinary segregation shall be given a minimum of three hours of exercise per week outside of their cell. Exceptions to this may occur if there are legitimate security or safety considerations. The circumstances relating to the limitation of exercise shall be documented in the Master log.

501.4.8 LIMITED TELEPHONE PRIVILEGES
Inmates in disciplinary segregation may have their telephone privilege restricted or denied. Exceptions include the following:

(a) Making calls to attorneys

(b) Responding to verified family emergencies when approved by a supervisor

All telephone access based on the above exceptions shall be documented in the Jail activity log..

501.4.9 BEDDING AND CLOTHING
Inmates in disciplinary segregation shall not be deprived of bedding or clothing except in cases where the inmate destroys such articles or uses them to harm him/herself or others or for something other than the intended purpose. Clothing and bedding shall be returned to the inmate as soon as it is reasonable to believe the behavior that caused the action will not continue. The decision to continue to deprive the inmate of these articles must be made by the Jail Superintendent or the authorized designee and reviewed at least every 24 hours. This review shall be documented in the Master log.

501.5 DISCIPLINARY DETENTION DIET
Under no circumstances will an inmate be denied food as a means of punishment. A disciplinary detention diet may only be used for violations of jail rules. No inmate receiving a prescribed medical

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diet is to be placed on a disciplinary detention diet without review and written approval of the Responsible Physician or pursuant to a written plan approved by the Responsible Physician.

(a) Jail Superintendent

(b)

(c) Disciplinary detention diets shall not be served in any case for more than 72 hours without the approval of the Jail Superintendentor authorized designee.

501.6 INITIAL EVALUATION OF INMATES UPON PLACEMENT

Due to the possibility of self-inflicted injury and depression during periods of segregation staff should notate any bruises and other trauma markings, and comments regarding the inmate's attitude and outlook should be forwarded to medical professionals.

(a) If corrections staff reports injuries or deteriorating medical conditions medical staff shall review the inmate the next available sick call unless it is deemed an emergency.

501.7 MENTAL HEALTH CONSIDERATIONS

Due to the possibility of self-inflicted injury and depression during periods of segregation staff should notate any bruises and other trauma markings, and comments regarding the inmate's attitude and outlook should be forwarded to Mental Health providers.

(a) Mental health staff or a qualified mental health professional should conduct weekly rounds.

When an inmate is classified as a special management inmate due to the presence of a serious mental illness and is placed in a segregation setting, their classification will reflect the reasons why. When an inmate is expected to remain in segregation for more than 30 days (based upon disciplinary decisions, protective needs or other factors) a segregation review will be completed by the Jail Commander or the authorized designee including consultation with health care staff or mental health professional. The segregation will then be reviewed every 15 days thereafter, including consultations with health care staff and mental health providers. This review will also screen for suicide risk.

501.8 SAFETY CHECKS

A staff member shall conduct a face-to-face safety check of all disciplinary segregation inmates at least every 60 minutes on an irregular schedule.

Inmates who are at risk of suicide shall be be personally observed by the staff every 15 minutes until seen by a qualified mental health care professional. Subsequent supervision routines should be in accordance with orders provided by the qualified mental health care professional.

Disciplinary segregation inmates shall receive increased monitoring to include at a minimum:

(a) If corrections staff reports injuries or deteriorating medical conditions medical staff shall review the inmate the next available sick call unless it is deemed an emergency.

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All qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

501.8.1 DOCUMENTATION OF SEGREGATION CHECKS

Segregation rounds shall be documented on logs and/or segregation forms, and include the following:

(a) Date and time of contact

(b) Signature or initials of the staff member making rounds on the segregation form

(c) Any needed referrals

(d) All significant findings and observations, medical assessment, treatment, recommendations, notifications and actions should be given to the medical professionals to be documented in the inmate's health record

501.9 LOG PROCEDURES

All qualified health care professional visits shall be documented on the appropriate records and logs and retained in accordance with established records retention schedules.

At a minimum the log will contain the following:

- Inmate name
- Inmate identification number
- Housing location
- Date and time of entry and exit from the cell
- Reason for admission

Log entries should be legible, entered promptly and provide sufficient detail to adequately reflect the events of the day for future reference.

The date and time of the observation or incident and the name of the staff member making the log entry shall be included on each entry.

Supervisors should review the logs frequently during the shift and enter comments as appropriate.

All safety checks will be documented in detail and should include the exact time of the safety check and the name of the employee conducting the check.

501.9.1 LOG INSPECTION AND ARCHIVAL OF LOGS

The Sergeant shall review and evaluate the logs and pass any significant incidents via the chain of command to the Jail Superintendent for review.

The logs will be retained by the Office in accordance with established records retention schedules but in no case less than one year.

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Inmate Access to Courts and Counsel

503.1 PURPOSE AND SCOPE

The purpose of this policy is to protect the constitutional rights of inmates to access the courts and legal counsel, while holding inmates accountable to the rules and regulations that govern conduct in this facility.

503.2 POLICY

It is the policy of this office that all inmates will have access to the courts and the ability to consult with legal counsel.

503.3 INMATE ACCESS

Staff should not unreasonably interfere with inmates' attempts to seek counsel and where appropriate should assist inmates with making confidential contact with attorneys and authorized representatives.

Access to courts and legal counsel may occur through court-appointed counsel, attorney or legal assistant visits, telephone conversations or written communication. To facilitate access, this facility will minimally provide:

- Confidential attorney visiting areas that include the means by which the attorney and the inmate can share legal documents.
- Telephones that enable confidential attorney-client calls.
- Reasonable access to legal materials.
- A means of providing assistance through the court process by individuals trained in the law. This assistance will be available to illiterate inmates and those who cannot speak or read English or who have disabilities that would impair their ability to access.
- Writing materials, envelopes and postage for indigent inmates for legal communications and correspondence.

The Jail Superintendent shall be responsible for ensuring that information regarding access to courts and legal counsel and requesting legal materials or legal assistance is included in the inmate handbook that is provided during inmate orientation.

503.4 CONFIDENTIALITY

All communication between inmates and their attorneys is confidential, including telephone conversations, written communication, and video conferencing. The content of written attorney-client communication will not be reviewed or censored, but the documents may be inspected for contraband.

Outgoing and incoming legal correspondence shall be routed through staff, who have received special training in inspecting confidential documents and who are accountable for maintaining confidentiality. Incoming legal correspondence shall be opened in the presence of the recipient

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inmate. All inspections shall be completed in the presence of the inmate. Legal correspondence should not be digitally scanned, stored, or delivered electronically.

Inmates may seek the assistance of other inmates in writing writs and other legal correspondence to the courts when needed, subject to the security and safety needs of the inmates, staff, and the facility.

503.5 INMATE REQUEST FOR ASSISTANCE

Written materials addressing how an inmate can access local attorneys and key legal documents shall be available in each housing unit. Staff shall provide these materials to any inmate upon request. However, staff shall not provide legal advice or assist any inmate in the completion of any legal document.

Habeas corpus forms shall be made available to any inmate by the staff upon request.

Legal forms filled out by the inmate shall be forwarded to court administration directly or via an appointed legal assistant.

503.6 VISITATION RELATED TO LEGAL DEFENSE

Visits with inmates that are related to legal defense, including attorneys, paralegals, and investigators, will be permitted only in the areas designated for legal visitation or by way of video visitation to ensure confidentiality. Contact visits may be approved by the Jail Superintendent for special circumstances.

(a) Visits shall be of a reasonable length of time to discourage any allegation that the defense of the inmate was hindered due to the length of time allowed for the legally authorized visit. These visits shall be of such a length of time that they do not interfere with the security, order, and discipline of this facility. The permissible time for visitation should be flexible but shall not substantially interfere with other facility schedules, such as medical examinations, meal service or other required activities.

(b) Only materials brought to this facility by an approved legal assistant shall be allowed.

(c) All materials shall be subject to security inspections by the staff and shall be routed through the Sergeant for logging and distribution.

503.7 IN PROPRIA PERSONA (PRO SE) INMATES

Inmates may be granted pro se status by court order only. Any time a court order is received designating an inmate as having been granted pro se status, all relevant records systems at the facility shall be updated to reflect this information. A copy of the court order shall be maintained in the inmate's file in accordance with established records retention schedules.

The court may, but is not required to, appoint to an inmate who is designated pro se a back-up attorney, paralegal, or other person to assist the inmate with legal research. All information related to appointed assistants should be recorded in the relevant facility records.

Any provision of legal materials shall be in accordance with court directives and in consultation with the County Attorney.

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503.7.1 PRO SE STATUS MISUSE

Any inmate who is granted pro se status and is found to be misusing or abusing that status to the extent that it poses a demonstrable threat to the safety and security of the facility shall be immediately reported to the Jail Superintendent. The Jail Superintendent may recommend the suspension or a limitation of the inmate's pro se privileges if they adversely affect the safety and security of the jail.

Upon the concurrence with the findings and recommendation of the Jail Superintendent, the Sheriff or the authorized designee shall consult with the office's legal counsel prior to notifying the court of any intent to limit the described pro se privileges.

The inmate may petition the court if the inmate is dissatisfied with the action taken.

503.7.2 PRO SE STATUS - MATERIALS AND SUPPLIES

The facility may provide the following materials and supplies to a pro se inmate. These items may be retained by the inmate but must be kept in the container supplied for such purpose. The items may include the following:

- 8½-inch x 11-inch plain bond typing paper, up to one-half of a ream
- Up to three ruled legal notepads
- Standard legal size envelopes
- black lead pencils
- Two erasers
- One legal size accordion file
- 9-inch x 12-inch manila envelopes and 10-inch x 14 inch manila envelopes

Unless otherwise ordered by the court, the Office shall have no obligation to supply materials beyond those listed above. Replacement of any of the listed items shall be accomplished through a written request to the Sergeant or the authorized designee. Supplies provided by a court legal liaison will be received and distributed by the Sergeant or the authorized designee. Supplies not listed in this policy are subject to approval by the Jail Superintendent or the authorized designee.

Access to ballpoint pens, for signature purposes only, will be provided through a supervisor or authorized designee. The use of the pen will be supervised by the staff and taken from the inmate immediately after its use.

Copies of an inmate's final legal (criminal case) work product, upon the inmate's request, may be provided subject to arrangements with the court.

Inmates may purchase their own legal books and materials. However, such materials will be subject to safety inspection and rules pertaining to items permitted to be in the inmate's possession. Personal books must be marked with the inmate's name and booking number.

Any books or materials found in the inmate's possession beyond what is authorized will be returned or placed in the inmate's property.

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503.7.3 PRO SE INMATES INTERVIEWING WITNESSES

A pro se inmate may be permitted to interview prospective witnesses in the regular visitation area. Requests for visits outside of normal visiting hours will be directed to a supervisor for approval and should be accommodated when practicable.

Interviews conducted by pro se inmates are subject to the following rules and restrictions:

(a) No interview will be permitted without notification from a judge confirming or validating the prospective witness. The pro se inmate is responsible for providing the judge with the list of prospective witnesses for validation.

(b) No visit shall be permitted by a prospective witness who is in the custody of this office or otherwise detained by a government agency, except upon a specific court order.

503.7.4 PRO SE INMATES TELEPHONE USAGE

Pro se inmates may use the telephones in their housing areas to place calls concerning their cases. Court-authorized pro se telephone calls shall not be monitored and shall be provided without charge to the inmate in accordance with the orders of the court (see the Inmate Telephone Access Policy).

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Foreign Nationals and Diplomats

504.1 PURPOSE AND SCOPE

This policy addresses the privileges and immunities afforded to members of foreign diplomatic missions and consular posts.

This policy also addresses the legal requirements related to immigration and consular notifications that should occur when a foreign national is in custody.

Inmate access to a consular officer is addressed in the Inmate Telephone Access and Inmate Visitation policies.

504.2 POLICY

The Kittitas County Sheriff's Office Jail will treat foreign diplomatic and consular personnel with due regard for the privileges and immunities to which they are entitled under international law. The Office will investigate all claims of immunity and accept custody of the person when appropriate.

The Kittitas County Sheriff's Office Jail will also honor the laws related to foreign nationals in custody by making proper consular notifications and by assisting those who wish to contact their consular representative.

The Kittitas County Sheriff's Office Jail will notify United States immigration officials when any foreign national is committed to the custody of the jail.

504.3 DIPLOMATIC AND CONSULAR IMMUNITY

504.3.1 AVAILABILITY OF RESOURCES

The Sergeant will ensure that current contact information for the U.S. Department of State and the U.S. Mission to the United Nations is readily available for office members who need to verify a claim of diplomatic or consular immunity. Relevant material for law enforcement published by the U.S. Department of State Bureau of Diplomatic Security should be readily available as well.

504.3.2 ADDRESSING CLAIMS OF DIPLOMATIC OR CONSULAR IMMUNITY

When an arrestee who claims diplomatic or consular immunity is brought to the Kittitas County Sheriff's Office Jail the receiving deputy shall first inform the Sergeant and then generally proceed as follows:

(a) Do not accept custody of the person from the transporting officer. The person should not be brought inside the Kittitas County Sheriff's Office Jail unless doing so would facilitate the investigation of their claim of immunity.

(b) Do not handcuff the person, or, if handcuffs have been applied, remove them unless there is an articulable threat that would justify their use.

(c) If the person has already been accepted into custody, inform the person that they will be detained until their identity and immunity can be confirmed. Attempt to obtain a U.S. Department of State-issued identification card or other identification or documents that may relate to the claimed immunity.

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(d) In all cases, verify the status and level of immunity by contacting the U.S. Department of State or the U.S. Mission to the United Nations, as appropriate.

It will be the responsibility of the Sergeant to communicate the claim of immunity to the on-duty supervisor of the arresting agency (if not the Kittitas County Sheriff's Office).

The Sergeant may assist another agency in determining the person's immunity status. The Sergeant is responsible for ensuring appropriate action is taken based upon information received regarding the person's immunity status.

504.3.3 REPORTING

If the person’s immunity status has been verified, the Sergeant should ensure a report is prepared describing the details and circumstances of any detention or custody. A copy of the report should be faxed or mailed as soon as possible to the U.S. Department of State in Washington, D.C. or to the U.S. Mission to the United Nations in New York in cases involving a member of the United Nations community.

504.4 CONSULAR NOTIFICATIONS

504.4.1 CONSULAR NOTIFICATION LIST AND CONTACTS

The Jail Superintendent will ensure that the U.S. Department of State’s list of countries and jurisdictions that require mandatory notification is readily available to office members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be faxed and then retained for the record. Prominently displayed placards informing inmates of rights related to consular notification should also be posted.

504.4.2 CONSULAR NOTIFICATION ON BOOKING

Members shall not inquire about any individual's immigration or citizenship status or place of birth unless the information is directly connected to an investigation into a violation of state or local law (RCW 10.93.160). For further guidance on immigration-related issues, see the Immigration Considerations Policy.

Office members assigned to book inmates shall:

(a) Inform the foreign national, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them. Members shall ensure this notification is acknowledged and documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

(c) If the foreign national's country is not on the list for mandatory notification but the foreign national requests that his/her consular officers be notified, then:

1. Notify the nearest embassy or consulate of the foreign national's country of the person's arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.

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2. Forward any communication from the foreign national to his/her consular officers without delay.

(d) If the foreign national's country is on the list for mandatory notification, then:

1. Notify the nearest embassy or consulate of the foreign national's country, without delay, of the person's arrest or detention by faxing the appropriate notification form. If no fax confirmation is received, a telephonic notification should be made and documented.
2. Tell the foreign national that this notification has been made and inform him/her without delay that he/she may communicate with his/her consular officers.
3. Forward any communication from the foreign national to his/her consular officers without delay.
4. Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the inmate's file.

Members should never discuss anything with consulate personnel beyond the required notifications, such as whether the inmate is requesting asylum. Requests for asylum should be forwarded to the Sergeant.

504.4.3 NOTICE TO INMATES

To ensure compliance with all treaty obligations including consular notification, and state and federal law, written notice shall be given to an inmate explaining that the inmate has the right to refuse to disclose their nationality, immigration, or citizenship status and that disclosure may result in civil or criminal immigration enforcement, including removal from the United States (RCW 10.93.160).

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Inmate Rights - Protection from Abuse

505.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that inmates are afforded a safe, healthful environment free from abuse, corporal punishment or harassment, and that inmate property is protected.

505.2 POLICY

It is the policy of this office to make every reasonable effort to protect inmates from personal abuse, corporal punishment, personal injury, disease, property damage and harassment by other inmates or staff. Staff shall take reasonable actions to safeguard vulnerable inmates from others and shall use the classification policies and procedures to make housing decisions that will provide for inmate safety. Abuse of inmates by staff or other inmates will not be tolerated.

The Jail Superintendent or the authorized designee shall be responsible for including prohibitions against inmate abuse and harassment, rules regarding respect for the property of others, and the prevention of disease in the inmate handbook. All inmates shall receive a copy of the inmate handbook during the booking process, which shall be printed in a language understood by the inmate. The inmate also shall receive verbal instruction on inmate rights during orientation.

505.3 RESPONSIBILITY

It shall be the responsibility of all facility staff to adhere to policies, procedures and practices, and to make every reasonable effort to prevent inmate injury, harassment and abuse, to prevent theft or damage to inmate property and to eliminate conditions that promote disease. These procedures include, but are not limited to:

- Following the classification guidelines for inmate housing.
- Closely supervising inmate activities and interceding as needed to prevent violence, harassment or abuse of inmates.
- Using force only when necessary and to the degree that is reasonable.
- Reporting all inmate injuries, investigating the cause of reported injuries and documenting these efforts in an incident report.
- Enforcing all rules and regulations in a fair and consistent manner.
- Preventing any practice of inmates conducting kangaroo courts or dispensing discipline toward any other inmate.
- Conducting required safety checks of all inmate housing areas.
- Checking all safety equipment for serviceability and making a report of any defective equipment to the appropriate supervisor or Jail Superintendent.
- Referring sick or injured inmates to a qualified health care professional without unnecessary delay.

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- Maintaining high standards of cleanliness throughout the jail.
- Documenting all abuse protection efforts in facility logs and incident reports as applicable.

505.4 TRAINING

The Lieutenant shall be responsible for developing and delivering a training curriculum on the topic of protecting inmates from abuse to all staff. A roster of attendees shall be maintained from each class. Training completion documents shall be filed in each employee's training file.

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Prison Rape Elimination Act

506.1 PURPOSE AND SCOPE

This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.11).

506.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Sexual abuse - Any of the following acts, if the inmate does not consent, is coerced into such act by overt or implied threats of violence or is unable to consent or refuse:

(a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight

(b) Contact between the mouth and the penis, vulva or anus

(c) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument

(d) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation (28 CFR 115.6)

Sexual abuse also includes abuse by a staff member, contractor or volunteer as follows, with or without consent of the inmate, detainee or resident:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the staff member, contractor or volunteer has the intent to abuse, arouse or gratify sexual desire
- Any attempt, threat or request by a staff member, contractor or volunteer to engage in the activities described above

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- Any display by a staff member, contractor or volunteer of his/her uncovered genitalia, buttocks or breast in the presence of an inmate, detainee or resident
- Voyeurism by a staff member, contractor or volunteer (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one inmate, detainee or resident that are directed toward another; repeated verbal comments or gestures of a sexual nature to an inmate, detainee or resident by a staff member, contractor or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

506.2 POLICY

This office has zero tolerance with regard to sexual abuse and sexual harassment in this facility. This office will take appropriate affirmative measures to protect all inmates from sexual abuse and harassment, and promptly and thoroughly investigate all allegations of sexual abuse and sexual harassment.

506.4 PREA COORDINATOR

The Jail Superintendent shall appoint an upper-level manager with sufficient time and authority to develop, implement, and oversee office efforts to comply with PREA standards. The PREA coordinator shall review facility policies and practices and make appropriate compliance recommendations to the Jail Superintendent (28 CFR 115.11).

The PREA coordinator's responsibilities shall include:

(a) Developing a written plan to coordinate response among staff first responders, medical and mental health practitioners, investigators, and facility management to an incident of sexual abuse. The plan must also outline the office's approach to identifying imminent sexual abuse toward inmates and preventing and detecting such incidents (28 CFR 115.11; 28 CFR 115.65; 28 CFR 115.62).

(b) Ensuring that within 30 days of intake, inmates are provided with comprehensive education, either in person or through video, regarding their rights to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents, and regarding the office's policies and procedures for responding to such incidents (28 CFR 115.33).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect detainees from sexual abuse. This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year. In calculating adequate staffing levels and determining the need for video monitoring, facilities shall take into consideration (28 CFR 115.13):

    (a) Generally accepted detention and correctional practices.

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(b) Any judicial findings of inadequacy.

(c) Any findings of inadequacy from federal investigative agencies.

(d) Any findings of inadequacy from internal or external oversight bodies.

(e) All components of the facility's physical plant, including blind spots or areas where staff or inmates may be isolated.

(f) The composition of the inmate population.

(g) The number and placement of supervisory staff.

(h) Institution programs occurring on a particular shift.

(i) Any applicable state or local laws, regulations, or standards.

(j) The prevalence of substantiated and unsubstantiated incidents of sexual abuse.

(k) Any other relevant factors.

(d) Ensuring that, when designing, acquiring, expanding or modifying facilities, or when installing or updating a video-monitoring system, electronic surveillance system, or other monitoring technology, consideration is given to the office’s ability to protect inmates from sexual abuse (28 CFR 115.18).

(e) Ensuring that any contract for the confinement of Kittitas County Sheriff's Office detainees or inmates includes the requirement to adopt and comply with the PREA standards including obtaining incident-based and aggregated data, as required in 28 CFR 115.187. Any new contract or contract renewal shall provide for office contract monitoring to Insure that the contractor is complying with the PREA standards (28 CFR 115.12).

(f) Making reasonable efforts to enter into agreements with community service providers to provide inmates with confidential, emotional support services related to sexual abuse. The facility shall provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and telephone numbers, including toll-free hotline numbers where available, of local, state, or national victim advocacy or rape crisis organizations. The facility shall enable reasonable communication between inmates and these organizations and agencies in as confidential a manner as possible. The facility shall inform inmates, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws (28 CFR 115.53).

(g) Ensuring the protocol describing the responsibilities of the Office and of another investigating agency, if another law enforcement agency will be responsible for conducting any sexual abuse or sexual harassment investigations, is published on the facility website or by other means, if no website exists (28 CFR 115.22).

(h) Implementing a process by which inmates may report sexual abuse and sexual harassment to a public/private entity or an office that is not part of the Office and that the outside entity or office is able to receive and immediately forward inmate reports of

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sexual abuse and sexual harassment to the Jail Superintendent, allowing the inmate anonymity (28 CFR 115.51).

(i) Establishing a process to insure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this office, using a standardized instrument and set of definitions. Upon request, the Office shall provide all such data from the previous calendar year to the U.S. Department of Justice (DOJ) no later than June 30 (28 CFR 115.87).

(a) The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the U.S. DOJ.

(b) The data shall be aggregated at least annually.

(j) Establishing a process to monitor the conduct and treatment of detainees or staff who have reported sexual abuse and the conduct and treatment of detainees who were reported to have suffered sexual abuse.

(k) Ensuring that the following are published on the office website or by other means, if no website exists:

(a) Office policy governing investigations of allegations of sexual abuse and sexual harassment or the referral of such investigations of sexual abuse or sexual harassment (unless the allegation does not involve potentially criminal behavior) (28 CFR 115.22)

(b) Information on how to report sexual abuse and sexual harassment on behalf of an inmate (28 CFR 115.54)

(l) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 (28 CFR 115.93).

(m) Implementing a protocol requiring mid-level or higher-level supervisors to conduct and document unannounced inspections to identify and deter sexual abuse and sexual harassment. The protocol shall prohibit announcing when such inspections are to occur, unless it is necessary for operational considerations (28 CFR 115.13).

(n) Ensuring agreements with outside investigating agencies include PREA requirements, including a requirement to keep the Kittitas County Sheriff's Office informed of the progress of the investigation (28 CFR 115.71).

(o) Insuring the Office conducts follow-up criminal background records checks at least once every five years on members or contractors who may have contact with inmates or has in place a system for otherwise capturing such information (28 CFR 115.17).

506.5 REPORTING SEXUAL ABUSE, HARASSMENT AND RETALIATION

Any employee, agency representative, volunteer or contractor who becomes aware of an incident of sexual abuse, sexual harassment or retaliation against inmates or staff shall immediately notify a supervisor, who will forward the matter to a sexual abuse investigator (28 CFR 115.61). Staff may also privately report sexual abuse and sexual harassment of inmates (e.g., report to the Jail Superintendent) (28 CFR 115.51).

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The facility shall provide information to all visitors or third parties on how they may report any incident, or suspected incident, of sexual abuse or sexual harassment to a staff member (28 CFR 115.54).

Inmates may report sexual abuse or sexual harassment incidents anonymously or to any staff member they choose. Staff shall accommodate all inmate requests to report allegations of sexual abuse or harassment. Staff shall accept reports made verbally, in writing, anonymously or from third parties and shall promptly document all verbal reports (28 CFR 115.51).

Threats or allegations of sexual abuse and sexual harassment, regardless of the source, shall be documented and referred for investigation. Sexual abuse and sexual harassment reports shall only be made available to those who have a legitimate need to know, and in accordance with this policy and applicable law (28 CFR 115.61).

506.5.1 REPORTING TO OTHER FACILITIES

If there is an allegation that an inmate was sexually abused while he/she was confined at another facility, the Jail Superintendent or designee shall notify the head of that facility as soon as possible but not later than 72 hours after receiving the allegation. The Jail Superintendentor designee shall insure that the notification has been documented (28 CFR 115.63).

506.6 RETALIATION

All inmates and staff who report sexual abuse or sexual harassment, or who cooperate with sexual abuse or sexual harassment investigations, shall be protected from retaliation.

Protective measures, including housing changes, transfers, removal of alleged abusers from contact with victims, administrative reassignment or reassignment of the victim or alleged perpetrator to another housing area, and support services for inmates or staff who fear retaliation shall be utilized (28 CFR 115.67).

The Jail Superintendent or the authorized designee shall assign a supervisor to monitor, for at least 90 days, the conduct and treatment of inmates or staff who report sexual abuse or sexual harassment, as well as inmates who were reported to have suffered sexual abuse, to determine if there is any possible retaliation. The supervisor shall act promptly to remedy any such retaliation. The assigned supervisor should consider inmate disciplinary reports, housing or program changes, negative staff performance reviews or reassignment of staff members. Monitoring may continue beyond 90 days if needed. Inmate monitoring shall also include periodic status checks. The Jail Superintendent should take reasonable steps to limit the number of people with access to the names of individuals being monitored and should make reasonable efforts to ensure that staff members who pose a threat of retaliation are not entrusted with monitoring responsibilities.

If any other individual who cooperates with an investigation expresses a fear of retaliation, the facility shall take reasonable measures to protect that individual against retaliation (28 CFR 115.67).

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506.7 FIRST RESPONDERS

If an allegation of inmate sexual abuse is made, the first deputy to respond shall (28 CFR 115.64):

(a) Separate the parties.

(b) Request medical assistance as appropriate. If no qualified health care or mental health professionals are on-duty when a report of recent abuse is made, staff first responders shall take preliminary steps to protect the victim and shall immediately notify the appropriate qualified health care and mental health professionals (28 CFR 115.82).

(c) Establish a crime scene to preserve and protect any evidence. Identify and secure witnesses until steps can be taken to collect any evidence.

(d) If the time period allows for collection of physical evidence, request that the alleged victim, and insure that the alleged abuser, do not take any actions that could destroy physical evidence (e.g., washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, eating).

(e) Consider whether a change in classification or housing assignment for the victim is needed or whether witnesses to the incident need protection, both of which may include reassignment of housing.

(f) Determine whether the alleged perpetrator should be administratively segregated or administratively transferred during the investigation.

If the first responder is not a deputy, the responder shall request the alleged victim to refrain from any actions that could destroy physical evidence and then immediately notify a deputy.

Should an investigation involve inmates who have disabilities or who have limited English proficiency, the first responder shall not rely on inmate interpreters, inmate readers or other types of inmate assistants, except in limited circumstances where an extended delay in obtaining an interpreter could compromise inmate safety, the performance of first responder duties or the investigation of sexual abuse or sexual harassment allegations (28 CFR 115.16).

506.8 SEXUAL ABUSE VICTIMS

Inmates who are victims of sexual abuse shall be transported to the nearest appropriate location for treatment of injuries and collection of evidence, and for crisis intervention services (28 CFR 115.82). Depending on the severity of the injuries, transportation may occur by a staff member or by ambulance, in either case with appropriate security to protect the staff, the inmate and the public, and to prevent escape.

A victim advocate from a rape crisis center should be made available to the victim. If a rape crisis center is not available, the Office shall make available a qualified member of a community-based organization, or a qualified health care or mental health professional from the Office, to provide victim advocate services. Efforts to secure services from a rape crisis center shall be documented. A rape crisis center refers to an entity that provides intervention and related assistance, such as the services specified in 42 USC § 14043g(b)(2)(C), to sexual assault victims of all ages. A rape crisis center that is part of a government unit may be used if it is not part of the criminal justice

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system (such as a law enforcement agency) and it offers a level of confidentiality comparable to the level at a nongovernmental entity that provides similar victim services (28 CFR 115.21).

506.9 EXAMINATION, TESTING AND TREATMENT

Examination, testing and treatment shall include the following:

(a) Forensic medical examinations shall be performed as evidentiarily or medically appropriate, without financial cost to the victim. Where possible, these examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANE)s. If neither SAFEs nor SANEs are available, other qualified medical practitioners can perform the examination. The Office shall document its efforts to provide SAFEs or SANEs (28 CFR 115.21).

(b) If requested by the victim, a victim advocate, a qualified office staff member or a qualified community organization staff member shall accompany the victim through the forensic medical examination process and investigatory interviews. That person will provide emotional support, crisis intervention, information and referrals (28 CFR 115.21).

(c) Provisions shall be made for testing the victim for sexually transmitted diseases (28 CFR 115.82).

(d) Counseling for the treatment of sexually transmitted diseases, if appropriate, shall be provided.

(e) Victims shall be offered information about, and given access to, emergency contraception, prophylaxis for sexually transmitted infections and follow-up treatment for sexually transmitted diseases (28 CFR 115.82; 28 CFR 115.83). This shall be done in a timely manner.

(f) Victims of sexually abusive vaginal penetration while incarcerated shall be offered pregnancy tests. If pregnancy results from the abuse, such victims shall receive comprehensive information about, and access to, all lawful pregnancy-related medical services (28 CFR 115.83). This shall be done in a timely manner.

(g) Victims shall be provided with follow-up services, treatment plans and, when necessary, referrals for continued care following their transfer to, or placement in, other facilities or their release from custody (28 CFR 115.83).

(h) Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.82; 28 CFR 115.83).

(i) The health authority or mental health staff shall obtain informed consent from inmates before reporting information to jail staff about prior sexual victimization that occurred somewhere other than an institutional setting, unless the inmate is under the age of 18 (28 CFR 115.81).

(j) Medical and mental health practitioners shall ensure that information related to sexual victimization that occurred in an institutional setting is limited to medical and mental health practitioners and other staff unless it is necessary to inform jail staff about security or management decisions (28 CFR 115.81).

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506.10 SEXUAL ABUSE AND SEXUAL HARASSMENT INVESTIGATIONS

An administrative investigation, criminal investigation or both shall be completed for all allegations of sexual abuse and sexual harassment (28 CFR 115.22). Administrative investigations shall include an effort to determine whether the staff's actions or inaction contributed to the abuse. All administrative and/or criminal investigations shall be documented in written reports that include a description of the physical and testimonial evidence, the reasoning behind credibility assessments, and investigative facts and findings. Only investigators who have completed office-approved training on sexual abuse and sexual harassment investigation shall be assigned to investigate these cases (28 CFR 115.71).

When practicable, an investigator of the same sex as the victim should be assigned to the case. Sexual abuse and sexual harassment investigations should be conducted promptly and continuously until completed. Investigators should evaluate reports or threats of sexual abuse and sexual harassment without regard to an inmate's sexual orientation, sex or gender identity. Investigators should not assume that any sexual activity among inmates is consensual.

The departure of the alleged abuser or victim from the employment or control of the jail or Office shall not provide a basis for terminating an investigation (28 CFR 115.71).

If the investigation is referred to another agency for investigation, the Office shall request that the investigating agency follow the requirements as provided in 28 CFR 115.21 (a) through (e). The referral shall be documented. The Office shall cooperate with the outside agency investigation and shall request to be informed about the progress of the investigation (28 CFR 115.71). If criminal acts are identified as a result of the investigation, the case shall be presented to the appropriate prosecutor's office for filing of new charges (28 CFR 115.71).

Evidence collection shall be based on a uniform evidence protocol that is developmentally appropriate for youth, if applicable, and adapted from or otherwise based on the most recent edition of the DOJ's Office on Violence Against Women publication, ''A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents,'' or similarly comprehensive and authoritative protocols developed after 2011 (28 CFR 115.21).

Inmates alleging sexual abuse shall not be required to submit to a polygraph examination or other truth-telling device as a condition for proceeding with an investigation (28 CFR 115.71).

If a victim is under 18 or considered a vulnerable adult under state law, the assigned investigator shall report the allegation to the designated social services agency as required (28 CFR 115.61).

506.10.1 INVESTIGATIVE FINDINGS

All completed written investigations shall be forwarded to the Jail Superintendent or if the allegations may reasonably involve the Jail Superintendent, to the Sheriff. The Jail Superintendent or Sheriff shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.71; 28 CFR 115.72).

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The staff shall be subject to disciplinary sanctions, up to and including termination, for violating this policy. Termination shall be the presumptive disciplinary sanction for staff members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the staff member's disciplinary history, and the sanctions imposed for comparable offenses by other staff with similar histories.

All terminations for violations of sexual abuse or sexual harassment policies, or resignations by staff who would have been terminated if not for their resignation, shall be reported to the law enforcement agency that would handle any related investigation and to any relevant licensing bodies (28 CFR 115.76).

506.10.2 REPORTING TO INMATES

The Jail Superintendent or the authorized designee shall inform a victim inmate in writing whether an allegation has been substantiated, unsubstantiated or unfounded. If the Office did not conduct the investigation, the Office shall request relevant information from the investigative agency in order to inform the inmate.

If a staff member is the accused (unless the Office has determined that the allegation is unfounded), the inmate shall also be informed whenever:

(a) The staff member is no longer assigned to the inmate's unit or employed at the facility.

(b) The Office learns that the staff member has been indicted or convicted on a charge related to sexual abuse within the facility.

If another inmate is the accused, the alleged victim shall be notified whenever the Office learns that the alleged abuser has been indicted or convicted on a charge related to sexual abuse within the facility.

All notifications or attempted notifications shall be documented. When notification is made while the inmate is in custody, the inmate will sign a copy of the notification letter. The letter will be added to the case file (28 CFR 115.73).

506.11 SEXUAL ABUSE AND SEXUAL HARASSMENT BETWEEN STAFF AND INMATES

Sexual abuse and sexual harassment between staff, volunteers or contract personnel and inmates is strictly prohibited. The fact that an inmate may have initiated a relationship or sexual contact is not a defense to violating this policy.

Any incident involving allegations of staff-on-inmate sexual abuse or sexual harassment shall be referred to the Internal Affairs Detectives for investigation.

506.11.1 SEXUAL ABUSE BY CONTRACTOR OR VOLUNTEER

Any contractor or volunteer who engages in sexual abuse within the facility shall be immediately prohibited from having any contact with inmates. He/she shall be promptly reported to the law enforcement agency that would investigate such allegations and brought to the attention of any relevant licensing bodies (28 CFR 115.77).

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506.12 PROTECTIVE CUSTODY

Inmates at high risk for sexual victimization shall not be placed in involuntary protective custody unless an assessment of available alternatives has been made and it has been determined that there is no reasonably available alternative means of separation. Inmates may be held in involuntary protective custody for less than 24 hours while an assessment is completed.

If an involuntary protective custody assignment is made because of a high risk for victimization, the Jail Superintendent or designee shall clearly document the basis for the concern for the inmate's safety and the reasons why no alternative means of separation can be arranged (28 CFR 115.43).

The facility shall assign these inmates to involuntary protective custody only until an alternative means of separation from likely abusers can be arranged, not ordinarily in excess of 30 days.

Inmates placed in temporary protective custody shall continue to have reasonable access to programs, privileges, education and work opportunities. If restrictions are put in place, the Jail Superintendent or designee shall document the following:

(a) The opportunities that have been limited

(b) The duration of the limitation

(c) The reasons for such limitations

Every 30 days, the Jail Superintendent or designee shall afford each such inmate a review to determine whether there is a continuing need for protective custody (28 CFR 115.43).

506.13 SEXUAL ABUSE INCIDENT REVIEW

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded (28 CFR 115.86). The review should occur within 30 days of the conclusion of the investigation.

The review team shall include upper-level management officials and seek input from line supervisors, investigators and qualified health care and or mental health professionals, as appropriate:

(a) Consider whether the investigation indicates a need to change policy or practice in order to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification status or perceived status; by gang affiliation; or other group dynamics at the facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers may enable abuse.

(d) Assess the adequacy of staffing levels in the area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff.

(f) Prepare a written report of the team’s findings, including, but not limited to, determinations made pursuant to paragraphs (a)-(e) of this section, and any

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recommendations for improvement. The report should be submitted to the Sheriff and the PREA coordinator.

The Jail Superintendent or the authorized designee shall implement the recommendations for improvement or document the reasons for not doing so.

506.14 DATA REVIEWS

This office shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training by:

(a) Identifying problem areas.

(b) Identifying corrective actions taken.

(c) Recommending corrective actions.

(d) Comparing current annual data and corrective actions with those from prior years.

(e) Assessing the office’s progress in addressing sexual abuse.

The reports shall be approved by the Jail Superintendent and made available through the office website. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the facility. However, the nature of the redacted material shall be indicated (28 CFR 115.88).

All aggregated sexual abuse data from Kittitas County Sheriff's Office facilities and private facilities with which it contracts shall be made available to the public at least annually through the office website. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.89).

506.15 RECORDS

All case records and reports associated with a claim of sexual abuse and sexual harassment, including incident reports, investigative reports, offender information, case disposition, medical and counseling evaluation findings, and recommendations for post-release treatment or counseling, shall be retained in accordance with confidentiality laws.

The Office shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is held or employed by the Office, plus five years (28 CFR 115.71).

All other data collected pursuant to this policy shall be securely maintained for at least 10 years after the date of the initial collection, unless federal, state or local law requires otherwise (28 CFR 115.89).

506.16 LIMITS ON CROSS-GENDER PAT SEARCHES AND VIEWING (28 CFR 115.15)

(a) Staff shall not conduct cross-gender strip searches, except in exigent circumstances and with the approval of a supervisor. Any cross-gender strip search conducted under exigent circumstances will be fully documented.

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(b) Staff shall not conduct cross-gender body cavity searches. Only medical personnel may perform body cavity searches. Correctional staff present during such a search must be of the same gender. Any body cavity search will be fully documented by corrections staff and medical staff.

(c) Cross-gender pat searches of female inmates are prohibited, except in exigent circumstances. Any cross-gender pat search conducted under exigent circumstances will be logged in the master log. Staff will log the inmate's name, the name of the officer conducting the search and the name of the officer witnessing the search. Female inmates' access to jail programs or other out of cell opportunities shall not be restricted due to this cross-gender pat search policy.

506.16.1 CROSS-GENDER VIEWING

At the beginning of the shift staff members shall announce when they enter into a housing until of inmates of the opposite gender. The staff member shall announce that a cross-gender staff member is on-duty and will be entering the housing unit during their assigned hours.

Unless exigent circumstances exist, non-medical staff members shall not view inmates of the opposite gender who are changing clothes, taking showers or while performing bodily functions. This includes viewing via video camera system.

The viewing of opposite gender inmate's breasts, buttock or genitalia, except when such viewing is incidental to a routine cell check or under exigent circumstances, is prohibited.

506.37 PRESERVATION OF ABILITY TO PROTECT INMATES

The Office shall not enter into or renew any collective bargaining agreement or other agreement that limits the office's ability to remove alleged staff sexual abusers from contact with any inmates pending the outcome of an investigation or of a determination of whether and to what extent discipline is warranted (28 CFR 115.66).

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Grooming

508.1 PURPOSE AND SCOPE

The purpose of this policy is to allow inmates to have freedom in personal grooming, except when a legitimate government interest justifies the development of grooming standards that are based upon orders of the court, inmate classification, work status, safety and security, or health and hygiene.

508.2 POLICY

It is the policy of this facility to allow inmates freedom in personal grooming, except when a valid government interest justifies that grooming standards be established. The Jail Superintendent or the authorized designee shall establish inmate grooming standards specific to inmate classification, work status, facility safety and security, or inmate health and hygiene. Any established standards should not unreasonably interfere with religious observances.

508.3 HAIRCUTS

Inmates will be provided haircuts at the inmate's expense by a licensed and facility approved barber. Inmates who significantly alter their appearance shall be required to submit to additional booking photos.

Inmates shall not cut names, numbers or other designs into their hair.

508.4 SHAVING

Inmates may shave three times per week. Facial hair shall be clean and well groomed. Long beards may allow inmates to conceal weapons or contraband. Inmates may be required to trim facial hair if it poses a security or safety risk. Inmates shall be required to submit to new booking photographs if their appearance is significantly altered due to facial hair. Inmates with facial hair who work around food shall wear appropriate facial coverings.

An inmate may be denied access to razors if he/she appears to be a danger to him/herself or others, or if such access may jeopardize the safety and security of the facility.

Inmates may be restricted from significantly altering their appearance for reasons of identification in court.

508.5 NAILS

Nail clippers will be issued the same night as razors to inmates who request them. Inmate workers are required to keep their nails clean and trimmed. Inmates with long nails may be required to trim their nails if there is a security concern and the inmate is admitted to general population.

508.6 GROOMING EQUIPMENT

Grooming equipment is to be inventoried and inspected by the staff at the beginning of each shift and prior to being issued to inmates. The staff shall ensure that all equipment is returned by the end of the shift and is not damaged or missing parts.

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Grooming equipment will be disinfected before and after each use by the methods approved by the Washington State Cosmetology, Barbering, Esthetics, and Manicuring Advisory Board, in accordance with WAC 308-20-110. Cleaning methods include:

- Removing foreign matter.
- Cleaning tools with soap or detergent and water.
- Immersing non-electrical equipment in disinfectant.
- Spraying electrical equipment with disinfectant.
- Storing cleaned equipment in clear, covered containers that are labeled as such.

Disinfectant solution shall be changed at least once per week or whenever the solution is cloudy or dirty. Solution will be stored in covered containers with labeled instructions for its use and the Environmental Protection Agency registration number.

508.7 SHOWERING

Inmates shall be permitted to shower upon assignment to a housing unit, at least every other day thereafter and more often if practicable.

508.8 PERSONAL CARE ITEMS

Inmates are expected to maintain their hygiene using approved personal care items. Personal care items are available through the inmate commissary and will be charged to the inmate's account.

The following hygiene items will be offered to inmates at no charge:

(a) Soap

(b) Plastic comb/pick

(c) Toothbrush

(d) Toothpaste

(e) Feminine hygiene products

No inmate will be denied the necessary personal care items. For sanitation and security reasons, personal care items shall not be shared.

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Inmate Nondiscrimination

509.1 PURPOSE AND SCOPE

The constitutional rights of inmates regarding discrimination are protected during incarceration. These protections extend to administrative decisions (e.g., classification, access to programs, availability of services). This policy is intended to guide the staff toward nondiscriminatory administrative decisions and to detail an inmate complaint and discrimination investigation process.

509.2 POLICY

All decisions concerning inmates housed at this facility shall be based on reasonable criteria that support the health, safety, security, and good order of the facility.

509.3 INMATES REPORTING DISCRIMINATION

Inmates who wish to report an allegation of discrimination may communicate with facility management by submitting a formal grievance.

509.3.1 HANDLING COMPLAINTS OF DISCRIMINATION

Administrative evaluations and response to allegations of discrimination shall be based upon objective criteria:

(a) The inmate's classification

(b) The inmate's criminal history

(c) Current and past behavior and disciplinary history

(d) Housing availability

(e) The availability of programs

(f) The ability to safely provide the requested services

509.4 DISCRIMINATION GRIEVANCE/COMPLAINT AUDITS

The Lieutenant should perform an annual audit of all inmate discrimination grievances to evaluate whether any policy or procedure changes or training are indicated. The Lieutenant should record these findings in a confidential memorandum to the Jail Superintendent. Specific details of complaints and identifying information, such as names of the involved persons, dates or times, are not part of this process and should not be included in the memorandum. If the audit identifies any recommended changes or content that may warrant a critical revision to this Custody Manual, the Jail Superintendent should promptly notify the Sheriff.

Any training issues identified as a result of this audit should be forwarded to the Lieutenant, who shall be responsible for ensuring all necessary and required training is scheduled and completed.

509.5 DISCRIMINATION PROHIBITED

Discriminating against an inmate based upon actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic

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information, veteran status, marital status, and any other classification or status protected by law is prohibited.

Reasonable and comparable opportunities for participation in services and programs including vocational, educational, and religious programs shall be made available to inmates in a nondiscriminatory manner.

The Jail Superintendent should periodically conduct interviews with inmates and staff members to identify and resolve potential problem areas related to discrimination before they occur.

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Inmate Grievances

510.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process by which inmates may file grievances and receive a formal review regarding the conditions of their confinement.

510.2 GRIEVANCE FINDINGS DEFINITIONS:

Sustained: A grievance is considered sustained if the complaint filed is considered valid, substantiated, corrective actions is taken, and the inmate requested resolution is met in full.

Sustained in part: a grievance is considered sustained in part when the complaint is considered valid, substantiated, and corrective action may be advisable and the inmate requested resolution is partially granted.

Not sustained: A grievance is considered not sustained when the complaint is unsubstantiated, determined to be false, and with no corrective action necessary.

Administratively closed: A grievance is considered administratively closed when the grievance filed is incomplete or insufficient. contains unacceptable language or verbiage, determined frivolous, contains multiple issues, or any other reason that deviates from the written grievance guidelines. The grievance can be refiled within the required timelines with corrected information.

Exhausted: A grievance is considered exhausted when the inmate provides all required information, complies with all grievance requirements, no satisfactory resolution is reached, the inmate continues to appeal at every available level within the required timelines, and obtains a final decision from the highest level of appeal.

510.3 POLICY

It is the policy of this office that any inmate may file a grievance relating to conditions of confinement, which includes release date, housing, medical care, food services, hygiene and sanitation needs, recreation opportunities, classification actions, disciplinary actions, program participation, telephone and mail use procedures, visiting procedures, and allegations of sexual abuse.

Grievances will not be accepted if they are challenging the rules and policies, state or local laws, court decisions, and probation/parole actions.

Retaliation for use of the grievance system is prohibited.

510.4 INMATE GRIEVANCE PROCEDURES

Members shall attempt to informally resolve all grievances at the lowest level. All attempts to resolve a grievance shall be documented in the inmate's file. If there is no resolution at this level, the inmate may request a grievance form.

The inmate should be advised to complete the form and return it to any member. A grievance shall be filed by an inmate within 14 days of the complaint or issue absent extenuating circumstances.

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Inmates cannot file a grievance on behalf of another inmate, but an inmate may assist another inmate in the preparation of a grievance. Members may take reasonable steps to assist the inmate in the preparation of a grievance, if requested.

Upon receiving a completed inmate grievance form, the member shall acknowledge receipt of the grievance by signing the form and immediately forward them to a supervisor.

510.4.1 EXCEPTION TO INITIAL GRIEVANCE FILING

Inmates may request to submit the grievance directly to a supervisor or the Jail Superintendent if they reasonably believe the issues to be grieved are sensitive or that their safety would be in jeopardy if the contents of the grievance were to become known to other inmates.

510.4.2 TIMELY RESOLUTION OF GRIEVANCES

Upon receiving a completed inmate grievance form, the supervisor shall insure that the grievance is investigated and resolved or administratively closed within the required timelines, as established by the Jail Superintendent.

Once resolved or administratively closed a copy of the grievance form with the sergeant's decision will be returned to the inmate and a copy will be placed in the inmate's master file.

510.4.3 APPEALS TO GRIEVANCE FINDINGS

Inmates may refile an administratively closed grievance, which was closed due to insufficient or incomplete information within 5 day, as long as it meets all other timeline requirements. Extensions may be granted in rare occurrences with documented reasons for any delays in filing.

Inmates may appeal the finding of a grievance to the Lieutenant within five days of receiving the findings of the original grievance. The Lieutenant will review the appeal and either confirm or close it. If the Lieutenant confirms the appeal, he/she will initiate corrective actions. In either case, the inmate shall receive a written response to the appeal.

Inmates may appeal the findings of a grievance to the Superintendent within 5 days of receiving the findings of the Lieutenants appealed grievance. The superintendent will review the appeal and either confirm or close it. If the Superintendent confirms the appeal, he will initiate corrective actions. In either case, the inmate shall receive a written response to the appeal and will consider final and exhausted. In extreme cases the appeal may be forwarded to the Sheriff for review.

510.4.4 FRIVOLOUS GRIEVANCES

Inmates shall use the grievance process only for legitimate problems or complaints. If there is concern that an inmate is abusing the grievance process, he/she shall be informed that continued behavior may result in disciplinary action.

510.5 TRAINING

The Lieutenant shall ensure that all custody staff members receive initial and periodic training regarding all aspects of the Inmate Grievances Policy.

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510.6 ADDITIONAL PROVISIONS FOR GRIEVANCES RELATED TO SEXUAL ABUSE

The following apply to grievances that relate to sexual abuse allegations (28 CFR 115.52):

(a) Inmates may submit a grievance regarding an allegation of sexual abuse at any time.

(b) Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, are permitted to assist inmates in filing such grievances and to file such grievances on behalf of inmates if the inmate agrees to have the grievance filed on his/her behalf. Staff members who receive a grievance filed by a third party on behalf of an inmate shall inquire whether the inmate wishes to have the grievance processed and shall document the inmate's decision.

(c) Grievances may be submitted to any staff member and need not be submitted to the member who is the subject of the complaint.

(d) Staff receiving a grievance shall forward the grievance to a supervisor. Grievances shall not be forwarded to any supervisor who is the subject of the complaint. The supervisor receiving the grievance shall refer the grievance to the Sergeant for investigation. Inmates and staff are not required to attempt to informally resolve grievances related to sexual abuse.

(e) The Sergeant shall ensure that grievances related to sexual abuse are investigated and resolved within 90 days of the initial filing. The Sergeant may grant an extension of up to 70 days if reasonable to make an appropriate decision. If an extension is granted, the inmate shall be notified and provided a date by which a decision will be made.

(f) At any level of the process, including the appeal, if the inmate does not receive a response within the allotted time, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.

(g) Inmates may be disciplined for filing a false grievance related to alleged sexual abuse only when it is determined that the inmate filed the grievance in bad faith.

510.6.1 EMERGENCY GRIEVANCES RELATED TO SEXUAL ABUSE

Any inmate who believes he/she or any other inmate is in substantial risk of imminent sexual abuse may file an emergency grievance with any supervisor. The supervisor shall determine whether immediate action is reasonably necessary to protect the inmate and shall provide an initial response within 48 hours.

The supervisor shall refer the grievance to the Sergeant, who will investigate and issue a final decision within five calendar days.

The initial response and final decision shall be documented and shall include a determination whether the inmate is in substantial risk of imminent sexual abuse and identify actions taken in response to the emergency grievance (28 CFR 115.52).

510.7 ACCESS TO THE GRIEVANCE SYSTEM

All inmates shall be provided with a grievance process for resolving complaints arising from jail matters with at least one level of appeal.

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Inmate Grievances

Inmates will receive information concerning the grievance procedure during the orientation process. Information will also be contained in the inmate handbook. Information regarding the grievance process will be provided to inmates in the language they understand.

The information will include:

- A grievance form or instructions for registering a grievance.
- Instructions for the resolution of the grievance at the lowest appropriate staff level.
- The appeal process to the next level of review.
- Written reasons for denial of a grievance at each level of review.
- A provision of required time frames for responses.
- A provision for resolving questions of jurisdiction within the jail.
- Consequences for abusing the grievance system.

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Inmate Voting

511.1 PURPOSE AND SCOPE

This policy establishes the requirement for providing eligible inmates the opportunity to vote during elections, pursuant to election statutes.

511.2 POLICY

The Office will assist inmates who wish to vote in an election.

511.3 PROCEDURES

Prior to each election, the Jail Superintendent will designate a deputy to be a liaison between the Office and the local registrar of voters. The designated deputy will be responsible for assisting inmates who have requested to vote. Postage shall be provided to inmates who cannot afford to mail an absentee ballot.

Inmates should be advised of voting methods during the inmate orientation.

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Inmates with Disabilities

512.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for equal access to Kittitas County Sheriff's Office services, programs, and activities for inmates with disabilities, in accordance with Title II of the Americans with Disabilities Act (ADA).

This policy also includes guidelines to provide effective communication with inmates with disabilities. See the Immigration Considerations Policy for direction regarding the state law prohibiting the use of federal immigration authorities as interpreters and language services providers.

512.1.1 DEFINITIONS

Definitions related to this policy include (28 CFR 35.104):

ADA Coordinator - The member designated by the Jail Superintendent to coordinate the jail's efforts to comply with the ADA (28 CFR 35.107).

Assistive devices, auxiliary aids, and services - Tools used by inmates with disabilities to facilitate their participation in services, programs, and activities offered by the Kittitas County Sheriff's Office and to facilitate effective communication. They include but are not limited to the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; a qualified interpreter; wheelchairs and other devices that facilitate mobility; audio books and large-print material; visible alarm signals; special diets; and lifts, trapeze bars, and shower chairs.

Disability - A physical or mental impairment that substantially limits a major life activity, including hearing, seeing, speaking, or performing manual tasks, regardless of whether the person uses assistive devices, auxiliary aids, and services. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102; 28 CFR 35.108).

Modification - Any change, adjustment, alteration, adaptation, or accommodation that renders the Kittitas County Sheriff's Office service, program, or activity suitable for use, enjoyment, or participation by an inmate with a disability. This may include alteration of existing buildings and facilities.

A modification includes any change or exception to a policy, practice, or procedure that allows an inmate with a disability to have equal access to services, programs, and activities. It also includes the provision or use of assistive devices, auxiliary aids, and services.

Qualified interpreter - A person authorized by the Kittitas County Sheriff's Office as a language services provider who is able to interpret effectively, accurately, and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters, and intermediary interpreters.

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512.2 POLICY

It is the policy of the Kittitas County Sheriff's Office that inmates with disabilities have equal access to services, programs, and activities of the Kittitas County Sheriff's Office.

The Kittitas County Sheriff's Office will not discriminate against or deny any inmate access to services, programs, or activities based upon the presence or suspected presence of disabilities.

512.3 ADA COORDINATOR RESPONSIBILITIES

The ADA Coordinator will work with the Jail Superintendent and the Responsible Physician as appropriate to (28 CFR 35.130):

(a) Establish procedures to determine at admission if modifications are necessary for participation in the jail's services, programs, and activities, to document an inmate's disability and preferred assistive devices, auxiliary aids, or services as applicable, and to regularly reassess in consultation with the inmate whether alternative or additional modifications are necessary.

(b) Provide notice to inmates regarding the rights and protections afforded by the ADA (e.g., posters, published notices, handbooks, and orientation materials describing jail services, programs, and activities and the availability of assistive devices, auxiliary aids, and services, as well as modifications) (28 CFR 35.106).

(c) Establish classification criteria to make housing assignments for inmates with disabilities.

1. Absent unusual circumstances, inmates with disabilities should not be (28 CFR 35.152):

(a) Housed in a medical area unless they are receiving medical care or treatment.

(b) Classified as special management inmates unless they meet the criteria provided in the Special Management Inmates Policy.

(d) Establish housing areas that are equipped to meet the physical needs of inmates with disabilities, including areas that allow for personal care and hygiene in a reasonably private setting, and that allow inmates with disabilities to be integrated into the larger inmate population as appropriate to the inmate's needs.

(e) Establish procedures for reviewing and processing requests for modifications that will help members provide inmates with disabilities access to the jail's services, programs, and activities, as appropriate.

(f) Make reasonable modifications to policies, practices, and procedures as necessary to allow inmates with disabilities to participate in the jail's services, programs, and activities.

(g) Enlist or contract with trained service personnel who have experience working with inmates with disabilities, and assign individuals with adequate training to assist inmates with disabilities with basic life functions as needed.

(h) Establish procedures for restraining, transporting, and moving inmates with disabilities.

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(i) Establish procedures that give inmates with disabilities equal opportunities to participate in or benefit from all aspects of the jail's efforts to prevent, detect, and respond to sexual abuse and sexual harassment (28 CFR 115.16).

(j) Establish procedures for responding to commonly encountered disabilities such as sight or mobility impairments and intellectual or developmental disabilities.

(k) Develop, implement, and publish procedures to provide for prompt and equitable resolution of complaints and inquiries regarding discrimination in access to services, programs, and activities (28 CFR 35.107). The complaint procedures should include an appeal process.

(l) Establish procedures for provision, maintenance, and cleaning of assistive devices and auxiliary aids used by inmates.

(m) Act as a liaison with local disability advocacy groups or other disability-focused groups regarding access to the jail's services, programs, and activities.

(n) Facilitate a process of periodic self-evaluation. The process should include:

1. Inspection of current facilities to identify access issues.
2. Review of current jail services, activities, and programs for access issues.
3. Assessment and update, if necessary, of current compliance measures.
4. Identification of recurring areas of complaint for which new methods of modification should be considered.
5. Review of the jail's emergency programs, services, and activities as they apply to inmates with disabilities.
6. Recommendation of a schedule to implement needed improvements.

(o) Develop and implement procedures to provide that new construction and any alteration to an existing building or facility are undertaken in compliance with the ADA (28 CFR 35.151).

(p) Verify that third parties providing services, programs, or activities to inmates through contract, outsourcing, licensing, or other arrangement have established reasonable policies and procedures to prevent discrimination against and denial of access to inmates with disabilities (28 CFR 35.152).

(q) Recommend amendments to this policy, as needed.

512.4 REQUESTS

The goal of any modification should be to allow an inmate with a disability to participate in the service, program, or activity the same as an inmate who does not have a disability. The Kittitas County Sheriff's Office will not require inmates with disabilities to furnish their own assistive device, auxiliary aid, or service as a condition for receiving access to Kittitas County Sheriff's Office services, programs, and activities (28 CFR 35.160).

Upon receiving a request for a modification, members should make reasonable efforts to accommodate the request based upon the preference of the inmate with the disability by providing

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a reasonable modification consistent with any procedures related to the inmate's disability. Members should not ask about the nature and extent of an inmate's disability but should limit questions to elicit information necessary to determine the need for a modification and the appropriate type of modification.

If there are no current procedures in place, members receiving an inmate request for a modification should direct the inmate to provide the request in writing or assist the inmate in doing so, as needed. The written request should be brought to the on-duty supervisor as soon as practicable and during the member's current shift. The supervisor should review the request within 24 hours of receipt. The reviewing supervisor should evaluate the request and, if approved, notify the Jail Superintendent, ADA Coordinator, and any other members as necessary to implement the modification.

A supervisor who does not grant the modification, either in part or in full, should forward the request to the Jail Superintendent and the ADA Coordinator for processing as soon as reasonably practicable.

Requests that are minor and do not reasonably appear related to a significant or ongoing need may be addressed informally, such as rearranging chairs to make room for a wheelchair. Such requests need not be made in writing.

512.4.1 DENIAL OF A REQUEST

Requests for modifications should be approved unless complying with the request would result in (28 CFR 35.150):

(a) A substantial alteration of the service, program, or activity.

(b) An undue financial or administrative burden on the Kittitas County Sheriff's Office. All resources available for use in the funding and operation of the service, program, or activity at issue should be considered in this determination.

(c) A threat to or the destruction of the historic significance of a historic property.

(d) A direct threat to the health or safety of others (28 CFR 35.139).

(e) A threat to the orderly operation or function of the jail.

If any of these circumstances are present, the ADA Coordinator should work with Kittitas County Sheriff's Office members and the inmate requesting the modification to determine if an alternative modification is available. If no alternative modification is appropriate, the ADA Coordinator shall issue a written statement explaining why a modification of the service, program, or activity will not be made (28 CFR 35.150).

Where physical modification of an existing building or facility, or new construction, would be unfeasible or unduly burdensome, the ADA Coordinator should work with Kittitas County Sheriff's Office members and the inmate requesting the modification to determine whether alternative modifications are available. Alternative methods that should be considered include (28 CFR 35.150):

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(a) Reassigning services, programs, or activities to accessible buildings or facilities.

(b) Utilizing technology, equipment, and vehicles or other conveyances.

(c) Any other means or methods that would make services, programs, or activities readily accessible.

512.4.2 SURCHARGES

Surcharges shall not be imposed upon inmates with disabilities to cover the costs of providing modifications (28 CFR 35.130(f)).

512.5 ASSISTIVE DEVICES AND AUXILIARY AIDS

An inmate should be permitted to retain assistive devices and auxiliary aids prescribed or recommended by a qualified health care professional. An inmate may be required to provide documentation from a qualified health care professional describing the medical necessity for the device or aid. Any devices and aids brought to the jail by the inmate or by others after the inmate has been admitted shall be subject to a security check. The jail accepts no responsibility for loss or damage to any device or aid provided by the inmate.

Any assistive device or auxiliary aid that is determined to present an imminent risk of bodily harm or an imminent risk to the security of the jail may be temporarily removed from use and stored with the inmate's property. The ADA Coordinator or the Sergeant should work with the inmate to make alternate modifications pending review by a qualified health care professional. The removal of a device or aid and any alternate accommodations made shall be noted in the daily log and the inmate's health care records.

Within 24 hours of any removal of an assistive device or auxiliary aid, a qualified health care professional will consult with the inmate and review relevant records to determine whether the permanent removal may be injurious to the inmate's health or safety. If the qualified health professional finds that the device or aid is medically necessary and the Jail Superintendent determines after investigation of the specific facts presented that it should not be returned because of verified security concerns, options include, as applicable:

(a) Reclassifying the inmate to an accessible housing unit or cell.

(b) With qualified health care professional approval, modifying the device or aid to meet the needs of the inmate and the security needs of the jail.

(c) Supplying the inmate with an alternate device or aid.

(d) Providing the inmate with an opportunity to petition the court for the return of the device, in accordance with local, state, and federal law.

512.6 COMMUNICATIONS

Members should remain alert to the possibility of communication problems when engaging with inmates with disabilities. When a member knows or suspects an inmate requires assistance to effectively communicate, the member should identify the inmate's choice of assistive devices, auxiliary aids, and services. The inmate's choice should be honored unless another effective

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means of communication exists. Notice of an inmate's disability and preferred method of communication should be provided to members who have contact with the inmate so that effective communication may be achieved. Members should consider all information reasonably available to them when determining how to communicate with an inmate with a disability, including (28 CFR § 35.160):

(a) The methods of communication usually used by the inmate.

(b) The nature, length, and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever modification reasonably appears effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the inmate who is deaf or hard of hearing would prefer a qualified sign language interpreter. Once the emergency has ended, the member should inquire as to the individual's preference and give primary consideration to that preference.

512.6.1 INTERVIEWS AND INTERROGATIONS

In an effort to ensure that the rights of inmates with disabilities are protected during any formal interview or interrogation that takes place in the jail, the Kittitas County Sheriff's Office will provide reasonable modifications before beginning an interview or interrogation, unless exigent circumstances exist or the inmate has made a clear indication that the inmate understands the process and desires to proceed without receiving a modification. If *Miranda* warnings are required under the circumstances, these should be provided to the inmate via the inmate's preferred method of communication.

Interrogations should be recorded whenever reasonably practicable.

512.6.2 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex interactions (e.g., the admissions process, health care consultations, classification interviews, disciplinary hearings) for inmates who normally rely on sign language or speechreading (i.e., lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the matter. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a legal proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time.

(b) Experienced in providing interpretation services in the person's primary language.

(c) Familiar with the use of text- and video-based communications products and systems.

(d) Certified in either American Sign Language (ASL) or Signing Exact English (SEE).

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(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use jail-approved procedures to request a qualified interpreter at the earliest reasonable opportunity or when it is reasonably apparent that an interpreter is needed. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Inmates with disabilities shall not be required to provide their own interpreters (28 CFR 35.160).

Except in an emergency involving an imminent threat to the safety or welfare of any person and no qualified interpreter is reasonably available, members shall not use another inmate or a member who has not been hired or contracted specifically to serve as a qualified interpreter as an interpreter.

512.7 DOCUMENTATION

Whenever any modification has been provided, the member involved should document:

(a) The type of modification, assistive device, auxiliary aid, or service provided.

(b) Whether the individual elected to use an assistive device, auxiliary aid, or service provided by the jail or another identified source, if applicable.

(c) Whether the individual's express preference for the modification was not honored and the reason an alternative method was used.

The documentation and any written communications exchanged should be maintained consistent with the Records and Data Practices Policy.

512.8 COMPLAINTS

A member who receives a complaint or becomes aware of potential disability discrimination, an ADA violation, or an inmate's inability to access a jail service, program, or activity should document the complaint and promptly refer the matter to the ADA Coordinator (28 CFR 35.107). The Kittitas County Sheriff's Office shall assist inmates with disabilities who require assistance to file a complaint regarding members of the Kittitas County Sheriff's Office (see the Inmate Grievances Policy).

512.9 TRAINING

Members should receive periodic training on ADA compliance, to include:

(a) Awareness and understanding of this policy, related procedures and forms, and available resources.

(b) Procedures for handling requests for modifications.

(c) Accessing assistive devices, auxiliary aids, and services needed to accommodate requests for modifications.

(d) General requirements of the ADA, including modifying policies and practices, communicating with and assisting inmates, accepting calls placed through alternative

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systems, and identifying alternate ways to provide access to services, programs, and activities as appropriate.

Management staff, even if they do not interact regularly with inmates with disabilities, should receive training as appropriate to understand and reinforce this policy.

Training records should be maintained in accordance with the established records retention schedule.

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Chapter 6 - Medical-Mental Health

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Health Care Administrative Meetings and Reports

600.1 PURPOSE AND SCOPE

The Office recognizes that the delivery of effective health care requires open and frequent communication between the Responsible Physician and the Jail Superintendent. This policy provides guidelines for the continuous monitoring, planning and problem resolution in providing health care that addresses the medical needs of the inmate population and prevents potential outbreaks of communicable and contagious illness.

600.2 POLICY

The Sheriff shall select the Responsible Physician in accordance with the Health Authority Policy. It is the policy of this facility that the Responsible Physician should meet with the Jail Superintendent at least quarterly.

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Access to Health Care

601.1 PURPOSE AND SCOPE

The provision of adequate health services in a custody setting is a constitutional right afforded to all inmates. The purpose of this policy is to provide custody personnel and qualified health care professionals with a process to inform newly booked inmates of the procedure to access health care services.

601.2 POLICY

It is the policy of this office that all inmates, regardless of custody status or housing location, will have timely access to a qualified health care professional and receive a timely professional clinical judgment and appropriate treatment.

The Kittitas County Sheriff's Office facility will provide appropriate and cost-effective emergency and necessary medical, dental and mental health care as necessary to maintain the health and well-being of inmates to a reasonable and socially acceptable standard (RCW 70.48.130).

601.3 ACCESS TO CARE

Inmate medical requests will be evaluated by qualified health care professionals or health-trained custody staff. Health care services will be made available to inmates from the time of admission until they are released. Information regarding how to contact the medical staff will be posted in all inmate housing areas. Medications and community health resources and referrals may be provided upon request when the inmate is released.

Unreasonable barriers shall not be placed on an inmate’s ability to access health services. Health care that is necessary during the period of imprisonment shall be provided regardless of an inmate’s ability to pay, the size of the facility or the duration of the inmate’s incarceration (RCW 70.48.130). Such unreasonable barriers include:

- Punishing inmates for seeking care for their health needs.
- Assessing excessive co-payments that prevent or deter inmates from seeking care for their health needs.
- Deterring inmates from seeking care for their health needs by scheduling sick call at unreasonable times.

All routine requests for medical attention shall be promptly routed to a qualified health care professional.

Any incident of an inmate refusing medical treatment or causing a disruption in the delivery of health care services shall be documented in an incident report. The original incident report shall be forwarded to the Responsible Physician and a copy sent to the Jail Superintendent.

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601.4 HEALTH CARE GRIEVANCES

Custody personnel should authorize and encourage resolution of inmate complaints and requests on an informal basis whenever possible. To the extent practicable, custody personnel should provide inmates with opportunities to make suggestions to improve programs and conditions.

Inmates will be informed of the grievance process during inmate orientation. The grievance process is also explained in the inmate handbook, which all inmates receive and which they should have additional access to in their housing units. Grievances will be handled in accordance with the Inmate Grievances Policy.

Custody personnel should minimize technical requirements for grievances and allow inmates to initiate the grievance process by briefly describing the nature of the complaint and the remedy sought. For simple questions and answers regarding clinical issues, inmates may meet with a qualified health care professional or may submit a written correspondence.

Inmate grievances regarding health care issues will be investigated by an uninvolved member of the medical staff. If no such person is available or does not exist, an outside peer should be sought to investigate the grievance. The inmate should be provided with a written response in accordance with the schedule set forth in the Inmate Grievances Policy. Responses to inmate grievances should be based on the community standard of health care.

Copies of grievances and the facility’s response shall be sent to the Jail Superintendent, who, in consultation with the Responsible Physician, shall serve as the final authority in response to all inmate grievances.

If an inmate is not satisfied with the response, the inmate may appeal the grievance as outlined in the Inmate Grievances Policy.

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Non-Emergency Health Care

602.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a daily triage system of inmate requests for health care services. This is to ensure that the health needs of the population are addressed properly and in a timely manner.

602.2 POLICY

It is the policy of this office to provide daily access to the qualified health care professionals or health-trained custody staff in order for inmates to request medical services. All health care requests will be documented, triaged and referred appropriately by medical staff. Qualified health care professionals will conduct sick call and clinics for health care services on a scheduled basis to ensure a timely response to requests for medical services.

The Responsible Physician, in coordination with the Jail Superintendent or the authorized designee, is responsible for developing a process that includes:

(a) A process for inmates to request health services on a daily basis. .

(b) A priority system for health care services to acquire and address requests for routine health care, and for urgent or emergent injuries, illnesses and conditions.

(c) Making health care request forms available to all inmates upon request.

(d) A system, in which health care requests are triaged and referred appropriately.

(e) Restrictions that prohibit non-health services personnel from diagnosing or treating illnesses or injuries.

602.3 HEALTH CARE REQUESTS

During the collection of health care requests from inmates, care should be taken to protect the confidentiality of the inmate and the nature of the health issue. The requests shall be triaged to determine the priority of need and the proper place for health care to be delivered.

Inmates will be instructed on how to obtain medical services during the inmate orientation process and in the inmate handbook. Inmates shall submit a medical request form to custody staff.

Medical request forms should be available in languages representative of the population. Inmates who communicate in a language not available in printed form shall have access to interpreter services.

Inmates with disabilities should be provided with appropriate assistance or accommodation to ensure they are able to request health care services.

The deputy shall ensure the reason for seeking medical attention is on the medical request form. If no reason is given, the deputy shall encourage the inmate to indicate whether the matter is urgent or confidential. The deputy shall forward all requests to the medical staff.

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602.4 TRIAGE OF HEALTH CARE REQUESTS

Qualified health care professionals shall perform a triage at each sick call. Sick call shall be available to inmates at least three days a week and shall be performed by a qualified health care professional.

Other qualified health care professionals should schedule inmates in need of specialized treatment for the next available providers' clinic. The qualified health care professional shall document the referral in the inmate's medical record.

The frequency and duration of sick call should be sufficient to meet the needs of the inmate population. If an inmate's custody status precludes attendance at sick call, arrangements shall be made to provide sick call services in the place of the inmate's detention.

602.5 GUIDELINES FOR ELECTIVE PROCEDURES OR SURGERY

The Responsible Physician and the Jail Superintendent shall work cooperatively to develop guidelines that govern surgery for inmates. The guidelines must include decision-making processes for surgery that is needed to correct a substantial functional deficit or an existing pathological process that threatens the well-being of the inmate over a period of time. Any discussion of this nature with the inmate should be conducted in a language easily understood by the inmate and should be carefully documented in the inmate's medical record. This record should be maintained in accordance with established records retention schedules.

602.6 REQUESTS FOR OUTSIDE MEDICAL CARE

Inmates who request access to health care services outside the facility may do so with advance authorization from the Jail Superintendent or the authorized designee. The inmate shall be required to provide proof of sufficient private funds available to pay for all costs associated with transportation to the off-site facility and all costs associated with the medical services, diagnostics, treatment plans, medications or any other costs associated with off-site medical care.

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Referrals and Coordination of Specialty Care

603.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for referring inmates who need health care or specialty care that is beyond the resources available in the facility. The policy includes guidelines regarding transportation under appropriate security provisions and around the clock or on-call availability of alternate services. Specialty care includes specialist-provided health care, such as nephrology, surgery, dermatology and orthopedics.

603.2 POLICY

It is the policy of this office that inmates have access to necessary hospitalization and specialty services for serious medical needs. This facility will provide, either directly or through contracted sources, specialty care and emergency medical services to inmates when the need is determined by the Responsible Physician.

603.3 JAIL SUPERINTENDENT RESPONSIBILITY

The Jail Superintendent or the authorized designee is responsible to develop a plan for the secure transportation of inmates to a facility where such care is available.

603.4 REFERRAL TO OFF-SITE MEDICAL CARE

A qualified health care professional shall evaluate the inmate, and if indicated, shall recommend specialty appointments in writing on the order sheet in the inmate's medical record. A referral form should be completed and any supporting documentation attached. The written referral shall be reviewed and authorized, if appropriate, by the Responsible Physician.

603.5 OFF-SITE COORDINATION

A qualified health care professional is responsible for recommending off-site medical and psychiatric care for inmates and notifying custody staff to arrange the appointment. The Jail Superintendent should establish a written transportation procedure that ensures inmates are transported securely and in a timely manner for medical, mental health, dental clinic or other specialty appointments. The procedure shall include the secure transfer of medical information to the receiving health care service.

Any conflicts that arise regarding off-site consultation trips will be communicated by the deputy responsible for transportation to the Responsible Physician and Jail Superintendent or the authorized designee so that modifications may be made.

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Emergency Health Care Services

604.1 PURPOSE AND SCOPE

The purpose of this policy is to establish plans and procedures for responding to medical emergencies in the facility when the level of medical or mental health services exceed the licensure or certification of staff who are on-duty and to define staff training requirements.

604.2 POLICY

It is the policy of this office that emergency medical, mental health and dental services are available 24 hours a day. These services may include off-site health care services.

604.3 PROCEDURES

The Jail Superintendent or the authorized designee shall work cooperatively with the Responsible Physician to develop plans and procedures for responding to emergency medical incidents that occur when the level of medical or mental health services needed exceeds the licensure or certification of staff who are on-duty. The plans should include: on-site emergency first aid, basic life support and crisis intervention; emergency evacuation of an inmate from the facility, including security procedures, to ensure an immediate transfer when appropriate; on-call physicians, dentists and mental health professionals; predetermined back-up health care services when the emergency health facility is not located in a nearby community; and the identification of primary, secondary and tertiary acute care facilities.

The plan may additionally include, but is not limited to, these components:

(a) Health-trained custody staff shall respond to all emergencies immediately upon notification.

(b) Contact information for emergency on-call health care services, both on- and off-site, is available and accessible for facility supervisors.

(c) Qualified health care professionals shall respond by reporting to the area of the emergency with the necessary emergency equipment and supplies.

(d) Emergency equipment and supplies are regularly maintained and accessible to the qualified health care professionals and health-trained custody staff.

(e) Most inmates will be stabilized on-site and then transferred to an appropriate health care unit, if necessary.

(f) Notification of on-call physicians and mental health staff will be done as soon as the situation reasonably allows.

(g) The qualified health care professionals will determine if the inmate needs to be transported to a local emergency room for treatment.

(h) When necessary, facility staff shall activate 9-1-1 and notify a supervisor as soon as reasonably practicable.

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(i) The Jail Superintendent and the Responsible Physician will coordinate on the notification of the inmate's next of kin in cases of serious illness and injury. Death notifications will be made in accordance with the Inmate Death - Clinical Care Review Policy.

The goal of any emergency medical response plan is to provide emergency medical care to those in need as expeditiously as possible. While facility size and patient proximity to the health care service will vary, staff training will emphasize responding to medical emergencies as soon as reasonably possible.

604.4 EMERGENCY PROCEDURES

The Jail Superintendent or the authorized designee is responsible for ensuring the following information, equipment and personnel are available in the event an inmate requires emergency treatment:

(a) A current list of names, addresses and telephone numbers of all persons and agencies to be notified in an emergency. The list should be available to all health care and custody staff at all times, and should be updated quarterly.

(b) Emergency equipment and supplies should be readily available at all times and replenished after each use. An inventory control system should be in use to ensure the necessary supplies are present when needed and have not expired.

(c) A physician and mental health professional should be available on-call 24 hours a day, seven days a week (this can include off-site health care services) and there should be a back-up health care services plan.

(d) Ambulances should be accessed through the facility staff or by calling the appropriate emergency number. There should be a clear security plan in place for the transportation of inmates.

(e) The Supervisor will be contacted and informed of any emergency as soon as practicable. This information will passed up the chain of command to the Jail Superintendent.

(f) All decisions regarding medical treatment and the need for emergency transportation are to be made by the qualified health care professionals or health-trained custody staff.

(g) Whenever reasonably possible, the on-call health care service should be notified prior to transporting the inmate to the hospital or other emergency care. However, in the event of a life- or limb-threatening emergency, the inmate shall be sent to the hospital in the most expedient way possible, which may require notifying the specific health care service after the inmate has been transported.

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604.5 TRAINING

The Jail Superintendent or the authorized designee shall ensure that all facility staff members who have contact with inmates receive biennial first-aid and basic life support training and - refresher training is conducted for the facility. Training should include, but not be limited to:

(a) The location of all emergency medical equipment and medications, and the proper use of the equipment, such as AEDs.

(b) How to properly summon internal and external emergency services.

(c) Recognition of basic life support signs and symptoms, and the actions required in emergency situations.

(d) Administration of basic first aid.

(e) Certification in CPR in accordance with the recommendations of the certifying health organization.

(f) Recognition of the signs and symptoms of acute chemical intoxication and withdrawal.

(g) Procedures for inmate transfers to appropriate medical facilities or health care service.

All records of the training provided, testing procedures and the results, and certificates achieved shall be maintained in each qualified health-trained custody staff member's file in accordance with established records retention schedules. The Responsible Physician should be bound by similar requirements in the contractual language between the Office and the vendor.

604.6 AUTOMATED EXTERNAL DEFIBRILLATORS (AED)

The Jail Commander or the authorized designee is responsible for ensuring that an Automated External Defibrillator (AED) is available in the facility and that all staff members are trained in its use. The AEDs shall be inspected and tested at a frequency consistent with the manufacturer's recommendations to ensure functionality.

604.7 FIRST-AID KITS

The Jail Commander or the authorized designee is responsible for determining the contents, number, location and procedures for monthly inspections of all first-aid kits in the facility. The authorized designee shall also ensure that:

(a) The contents of each first-aid kit are:

1. Appropriate for its location.
2. Arranged for quick use
3. Inventoried every month.

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Health Care for Pregnant Inmates

605.1 PURPOSE AND SCOPE

The purpose of this policy is to establish prenatal and postpartum health care services for inmates who are pregnant. Services may include assistance recovering from the effects of potentially unhealthy lifestyles, which could include tobacco use, alcohol and drug abuse or addiction, and a lack of previous adequate medical care. Because of unhealthy lifestyle choices prior to incarceration, many inmate pregnancies are classified as high risk. This policy is intended to protect the health of the pregnant inmate and her fetus.

605.2 POLICY

It is the policy of this office that a qualified health care professional should provide comprehensive prenatal and postpartum care for all pregnant inmates during their incarceration, which includes but is not limited to the following:

- Pregnancy testing
- Prenatal care, both routine and high-risk if needed
- Management of drug- or alcohol-addicted pregnant inmates
- Comprehensive counseling and assistance services
- Nutrition modification for term of pregnancy and lactation
- Birthing in an appropriate setting
- Postpartum care
- Family planning education and services
- Access to privately funded pregnancy alternative options

A qualified health care professional shall provide counseling and information to pregnant inmates regarding planning for their unborn child.

605.3 BOOKING - PREGNANCY SCREENING

When booking a female inmate, the following steps shall be taken:

(a) All females shall be asked if they are pregnant. If the inmate states she is pregnant, a confirming urine test should be performed within 48 hours and documented in the medical record.

(b) Pregnant inmates who are under the influence of or withdrawing from alcohol or other substances should be referred to a nurse, if available, or other available resource.

(c) The Responsible Physician, in collaboration with facility staff, shall ensure the appropriate clinic visits are scheduled.

(d) A medical record should be opened with a notation indicating pregnancy.

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(e) The inmate should be interviewed by a qualified health care professional for the following information, which should be written in the medical record:

1. Last menstrual period (LMP)
2. Estimated date of conception (EDC)
3. Estimated due date (40 weeks from EDC)
4. Number of pregnancies (Gravidity)
5. Number of live births (Parity)
6. Therapeutic abortions (TAB)
7. Spontaneous abortions (SAB), aka miscarriages
8. Prenatal care history
9. Current medications
10. Any current adverse symptoms: vaginal bleeding or discharge, abdominal cramping or pain (if yes, notify on-site or on-call physician)
11. High-risk factors if known: drug or alcohol use/abuse, smoking, previous pregnancy problems, other medical problems (cardiac, seizures, diabetes/DM, hypertension/HTN)
12. If recent heroin or methadone use is identified, notify the on-site or on-call physician for orders.

(f) Each pregnant inmate should have:

1. A completed medical recommendation form for a low bunk assignment, in a lower tier, with no waist chains, as appropriate.
2. A completed special diet form ordering a pregnant diet.
3. Prenatal vitamins prescribed at one per day for the duration of the pregnancy.
4. An appointment at the next available obstetric clinic if the inmate is 10 or more weeks gestation.

605.4 HOUSING

Inmates who are known to be pregnant may be housed in any unit appropriate for their classification, with the following exceptions:

(a) Pregnant inmates identified as "high-risk" may be medically segregated at the descretion of the corrections staff / medical professional.

605.5 COUNSELING AND TREATMENT

The Office will provide all necessary counseling and treatment to pregnant inmates to ensure they are receiving the proper care. To accomplish this, the following shall occur:

(a) The directions of the obstetric specialist shall be followed throughout the pregnancy and postnatal period. No non-medical staff has the unilateral authority to change or overrule an order or care recommendation made by the Responsible Physician. The

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Jail Superintendent and Responsible Physician shall develop a process by which perceived conflicts between medical orders/recommendations and safety and security interests of the jail can be discussed and resolved. Ultimately, the jail must provide adequate treatment for an inmate's medical needs.

(b) The Responsible Physician shall be consulted immediately if a patient is under 10 weeks gestation and has medical concerns.

(c) Any pregnant inmate with medical problems that occur between scheduled obstetric appointments shall be seen by a qualified health care professional. If the qualified health care professional assesses the problem as urgent and a physician is not available on-site, the inmate shall be sent to the hospital for evaluation.

(d) The inmate shall be advised to notify health-trained staff immediately of the following:

1. Vaginal bleeding
2. Acute, persistent abdominal or pelvic pain and/or severe cramping
3. Leaking fluid
4. Decreased or no fetal movement
5. Headache or blurred vision
6. Rapid weight gain with swelling (edema)
7. Abnormal vaginal discharge
8. Symptoms of a urinary tract infection (UTI)
9. Fever

(e) Postpartum examinations and additional appointments shall be scheduled by the obstetric clinic as needed.

(f) Upon request of the inmate, reasonable efforts should be made to provide midwifery or doula services to inmates who are pregnant or who have given birth within the last six weeks (RCW 70.48.135).

605.6 RESTRAINTS

Inmates who are known to be pregnant or who are in labor shall not be placed in restraints as stated in the Use of Restraints Policy.

605.6.1 NOTICE REGARDING RESTRAINTS

The Jail Superintendent or the authorized designee should ensure notices are posted regarding the use of restraints on inmates who are pregnant, in labor, or in postpartum recovery in locations where medical care is provided within the facility and provide notice of the requirements to appropriate staff. Appropriate staff includes all medical staff, staff who are involved in the transportation of pregnant inmates, and other staff designated by the Jail Superintendent (RCW 70.48.501).

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605.7 ABORTIONS

Inmates who wish to terminate their pregnancy shall be referred to outside counseling services for further information regarding available options. The Office shall not impede the woman's access to abortion counseling or services and shall provide necessary transportation and supervision to such services. Any financial obligations will be the responsibility of the inmate. These rights will be posted in all areas that house female inmates.

605.8 PRESENCE DURING LABOR AND DELIVERY

Members are not permitted in the room during labor or childbirth unless requested by medical personnel. Should medical personnel request the presence of a member of the facility, a female member should respond, if practicable (RCW 70.48.500(4)).

605.9 MIDWIVES AND DOULAS

The Kittitas County Jail will make all reasonable accommodations for midwives and Doulas to assist pregnant inmates and provide physical and emotional support to them before, during and after delivery. All midwives and Doulas must have the appropriate certification.

The Kittitas County Jail is not required to provide funding for certified midwives or Doulas. The Inmate will be responsible for all related costs for this service as well as setting it up and getting the appropriate approval from the Jail Superintendent or their designee.

605.10 INMATE WORKER PROGRAM

Pregnant inmates are exempt from work details as determined by a qualified health care professional.

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Inmate Medical Fees

606.1 PURPOSE AND SCOPE

The purpose of this policy is to provide facility staff and qualified health care professionals with the information necessary to educate newly processed inmates on the procedures and their responsibilities for inmate medical fees.

606.2 POLICY

It is the policy of this office that all individuals booked into and held at the facility shall be informed of the guidelines associated with inmate medical fees. All inmates will be advised of the guidelines in writing during the orientation. This information will be conveyed in a language that is easily understood by the inmate.

It is the policy of this office that necessary medical services will not be denied or delayed because of disputes over the cost of medical care or a determination of financial responsibility (RCW 70.48.130).

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Health Authority

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the responsibility of the health authority as arranging for all levels of health services, assuring the quality of all health services, identifying lines of medical authority for the inmate health program and assuring that inmates have access to all health services.

The policy also establishes properly monitored processes, policies, procedures and mechanisms to ensure that the contracted scope of services is adequately and efficiently delivered.

The health authority is defined as the Responsible Physician, health services administrator or health agency responsible for providing all heath care services or coordinating the delivery of all heath care services (see the Health Care Administrative Meetings and Reports Policy).

607.2 POLICY

The health authority is responsible and accountable for all levels of health care, and has the final authority regarding clinical issues within this jail. The health authority is responsible for establishing, implementing and annually reviewing/revising policies for all clinical aspects of the health care program and for monitoring the appropriateness, timeliness and responsiveness of care and treatment. The health authority also approves all medical decisions and protocols.

607.3 SELECTION PROCESS

The Sheriff or the authorized designee shall select a health authority using an existing office procurement or selection process. The individual or organization selected shall be designated as the health authority for inmate health care on behalf of the facility.

Aside from any monetary or term considerations, the contract between the Office and the selected individual or organization shall minimally include:

(a) Language establishing the scope of services being contracted and the type of health care service needed.

(b) Job descriptions, minimum qualifications, and performance expectations for contract personnel.

(c) Language requiring the contractor to develop appropriate measures and review processes for assessing the quality, effectiveness, and timeliness of the services provided, and periodically reporting those findings to the facility.

(d) Identification of a Responsible Physician, who shall serve as the medical authority on treatment matters requiring medical expertise and judgment.

(e) Language regarding the minimum frequency that the health authority shall be present at the facility.

(f) The roles and responsibilities of staff in ensuring that the contractor may adequately deliver services in a safe and secure environment.

(g) A written plan for coordinating medical care from multiple health care services.

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1. The plan should include procedures for making inmate medical records available to a managed health care system as permitted by RCW 70.48.100.

(h) A written plan for the collection and maintenance of inmate health records that is compliant with the Health Insurance Portability and Accountability Act (HIPAA).

(i) Identification of a dispute resolution process for the contracted parties and for inmates who may be questioning treatment plans.

(j) Language and a plan addressing issues of liability and indemnification for issues related to inmate health care.

The health authority shall be authorized and responsible for making decisions about the deployment of health resources and the day-to-day operation of the health services program. If the health authority is other than a physician, any final clinical judgments shall rest with a single, designated, Responsible Physician.

The health authority or the authorized designee will meet at least monthly with custody representatives to discuss the health care program and any issues that require correction or adjustment.

Security regulations are applicable to facility staff and health care personnel.

607.4 PROVISION OF HEALTH CARE

The health authority is responsible for arranging the availability of health care services. The qualified health care professionals should determine what medical services are needed on a case-by-case basis. The Jail Superintendent shall provide the administrative support for making the health care services available to inmates. Clinical decisions are the sole province of the qualified health care professionals and should not be countermanded by non-health care professionals.

If routine health services are provided by medical personnel outside this facility, all office policies regarding treatment, transfer, transportation or referral of emergencies shall be followed.

The health authority is responsible for ensuring that the health services manual complies with all applicable state and federal law and that a review is conducted annually. An annual audit of the quality and adequacy of health care services should be done, with corrective action taken when deficiencies are identified.

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Health Appraisals

608.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process for conducting health appraisals on all inmates following their arrival at this facility and for the continuity of care for inmates who remain in custody for extended periods. Further, it is to ensure the inmate's health care needs are met and that health care started at one facility continues as needed.

608.2 POLICY

It is the policy of this office that all inmates will have access to a comprehensive health appraisal within 14 days of incarceration unless there is documented evidence that the inmate has received a health appraisal within the previous 90 days. In addition to the initial health appraisal, the inmate should have an annual evaluation to reassess his/her health status and to provide access to preventive medicine through education and lifestyle programs.

608.3 INITIAL HEALTH APPRAISAL

(a) The health appraisal should include:

1. A review of earlier medical screening information.
2. Testing for HIV, Hepatitis, Tuberculosis, and STD's as determined appropriate by medical provider.
3. Recording of height and weight.
4. Recording of vital signs (blood pressure, pulse, respiration rate and temperature).
5. Ordering other tests or examinations as appropriate.
6. The collection of any additional data needed to complete medical, dental, psychiatric and immunization histories
7. Development and implementation of a treatment plan.

The Responsible Physician shall review and authorize all health appraisals within 72 hours of sign up. All inmates who sign up and later refuse all or a portion of their health appraisal will be required to sign a refusal form.

608.3.1 PRISON RAPE ELIMINATION ACT (PREA) SCREENING FOLLOW-UP

Inmates who have an identified history of sexual victimization shall be offered a follow-up meeting with a qualified health care professional or mental health provider within 14 days of intake screening (28 CFR 115.81).

608.3.2 OPIOID USE DISORDER

Individuals who are experiencing an opioid use disorder will be provided with opioid treatment medications pursuant to the procedures developed by the health authority and in compliance with the requirements of RCW 71.24.599.

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Prior to the release of the inmate receiving opioid treatment medication, the health authority will connect the inmate to an appropriate provider or treatment site in the geographic region where the inmate will reside. If a connection is not possible, the health authority should document the efforts made in the inmate's file (RCW 71.24.599).

608.4 ANNUAL HEALTH EXAMINATIONS

The Responsible Physician will determine the criteria for periodic health examinations for inmates. Inmates should be scheduled for an annual health examination within 14 days of the inmate's annual incarceration anniversary. The examination should include:

- A review of current vital signs and weight.
- A TB skin test and review of the results.
- An evaluation of any health-related issues arising since the last health evaluation.
- Initiation of treatment, as appropriate.
- Any updates to the inmate treatment plan.

All inmates should also be examined prior to release to protect both the inmate and the public.

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Healthy Lifestyle Promotion

609.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the Office's commitment to promote healthy lifestyle choices by inmates by providing health education and inmate self-care learning opportunities that include classes.

609.2 POLICY

This office will encourage inmates to maintain a healthy lifestyle by providing health education and wellness information.

609.3 HEALTH CARE ENCOUNTERS

During health care encounters, the public health professionals should instruct inmates during scheduled class how to avoid certain preventable diseases, such as sexually transmitted diseases. Informative brochures from various health organizations may also be available to inmates upon request.

Following are examples of appropriate topics for inmate education:

- Access to health care services
- Dangers of self-medication
- Personal hygiene and dental care
- Prevention of communicable diseases
- Education, smoking cessation
- Family planning
- Self-care for chronic conditions
- Self-examination for health concerns
- The benefits of physical fitness
- Chronic diseases and disabilities
- Counseling in preparation for release
- Domestic violence
- Medications
- Nutrition
- Sexually transmitted diseases
- Substance abuse
- Tuberculosis

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609.4 GENERAL HEALTH PROMOTION INFORMATION

Whenever possible, written materials, audio and video presentations should be made available to inmates for educational purposes. These materials are often available in bulk quantity through the public health department and other community-based organizations.

All items intended for distribution to the inmate population shall be approved by the Jail Superintendent to avoid any conflict with rules regarding contraband in the facility.

Classes should also be conducted to inform the inmate on various healthy lifestyles.

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Transfer Screening

610.1 PURPOSE AND SCOPE

This policy recognizes that inmates are frequently transferred within the correctional authority's system and to facilities outside the system. This policy establishes a process for medical screening of transferred inmates to ensure continuation of care and to avoid unnecessary diagnostics.

610.2 POLICY

It is the policy of this office that inmates who are transferred to another jail, correctional system or health care facility will have their medical records provided for on going treatment.

Inmates who are transferred to other facilities shall be sent with a discharge summary that includes information about the inmate's medical and mental health condition, the current treatment plan and any medications, if needed.

610.3 TRANSFERS

Any inmate being transferred to another correctional facility should be medically screened prior to transfer as described below.

The medical screening should include:

(a) A determination of whether the inmate is being treated for a medical, mental health or dental problem.

(b) A determination of whether the inmate has any apparent, current medical, mental health or dental needs or complaints (RCW 70.48.245).

(c) What medication, if any, the inmate is presently prescribed.

(d) Whether the inmate has any evidence of abuse or trauma.

(e) Whether the inmate has any physical deformities or special daily living assistance needs.

(f) The inmate's classification and clearance status (i.e., general population, segregation).

(g) Whether the inmate has any pending follow-up appointments or requirements.

Completed discharge summaries, including the medical screening results, body scanner dosing records, shall accompany inmates being transferred to another office's jurisdiction to ensure that the receiving health care service can assume and continue necessary care. A release of information authorization is not required.

If the receiving facility requests a copy of the medical record, it will be supplied within five working days.

The discharge summary and any related medical records being transferred shall be placed in a file or envelope that maintains the confidentiality of the inmate's medical information. The

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transporting personnel shall be provided separate written instructions regarding medication or health interventions, including necessary precautions that are required en route.

When available at the facility, a minimum of three (3) days' dosage of medication will be provided for inmates taking prescription medication for a serious health condition, unless declined by the receiving facility.

610.3.1 EXTENDED TRANSPORTATION OF INMATES

When an inmate will be in transfer status for several days and housed temporarily at various custody facilities along the way, a medical transfer packet shall be prepared in a form that will advise the temporary housing facilities of any medical needs of the inmate. When medically appropriate, a small supply of medication should be provided with the medical transfer packet so it will be available to the temporary housing facility as needed.

610.4 RECEIVING TRANSFERRED INMATES

Where an inmate being transferred to this facility arrives without a full and comprehensive medical transfer packet from another facility, the inmate shall be medically screened and receive a comprehensive health appraisal, in accordance with the Medical Screening Policy and Health Appraisals Policy. The medical department of the sending facility should be promptly contacted to determine if the transferred inmate has any medical needs that require immediate attention or any scheduled surgeries or appointments with community health care services. Arrangements should then be made with the sending facility for the delivery of a more detailed review of the inmate's medical needs.

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Medical Screening

611.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a medical screening process for newly booked inmates so that medical, mental health and dental issues are properly identified and addressed, and to obtain a medical clearance when necessary.

611.2 POLICY

It is the policy of this office that a medical screening be performed on all inmates upon arrival at the intake area to ensure that existing, emergent and urgent health care, dental or mental health needs are identified, risks are assessed and inmates with contagious and communicable diseases are properly classified and housed for their health and the health of the general population.

611.3 ELEMENTS OF MEDICAL SCREENING

The medical screening shall be performed by health services personnel when available, but may also be performed by Jail staff. The Responsible Health care lead, in cooperation with the Jail Superintendent, shall establish protocols for use by Jail staff during the medical screening. All completed medical screenings should be forwarded to the medical unit.A review of any positive finding shall be performed by a qualified health care professional.

Regardless of training, no inmate should be allowed to conduct health care evaluations or provide treatment to any other inmate.

All inmates shall complete a medical screening as part of the booking process. If an arrestee refuses to cooperate with the medical screening, the screener will complete as much of the health assessment as reasonably possible and the arrestee will be closely observed until he/she cooperates with the remainder of the screening process.

The Responsible Health Care staff should work cooperatively with the Jail Superintendent to develop the medical screening forms, which should be applicable for general health, mental health and suicide screening purposes. The forms should be completed no later than 24 hours after the arrival of an inmate but prior to an inmate being housed in the general population. All medical screening forms shall be forwarded to the medical unit, and the qualified health care professionals shall be alerted to those that need priority attention.

611.3.1 MEDICAL SCREENING INQUIRY

The medical screening inquiry should include a review of the inmate's prior jail medical records and available medical records from other cooperating facilities, if any, and document the following:

- History of any infectious or communicable diseases that are considered serious in nature; current symptoms, treatment, or medications; chronic illness or health issues, including communicable diseases and any special health requirements and/or dietary needs
- Acute dental problems

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- Past and recent serious communicable disease symptoms (e.g., chronic cough, coughing up bloody sputum, lethargy, weakness, weight loss, loss of appetite, fever, night sweats)
- Mental illness, including psychiatric hospitalizations within the last three months
- Gender issues
- History of or current suicidal ideation
- Acute allergies
- History of or current prescription or illegal drug use, including the time of last use
- History or current symptoms of substance abuse withdrawal
- Current, recent, or suspected pregnancy; any history of gynecological problems; and present use and method of birth control
- Appearance or history of developmental disability, body deformities, or other physical abnormalities
- Other health issues as identified by the Responsible Physician

The medical screening shall also seek general information about the inmate's ability to pay for medical care, including insurance or other medical benefits or resources to which an inmate is entitled (RCW 70.48.130).

Qualified health care professionals should assist in developing specific mental health medical screening questions and should provide training in analyzing inmate responses. The Responsible Health Care Provider should establish the role of the qualified health care professional in the medical screening process.

Should the medical screening identify a need for a more comprehensive medical assessment of the inmate, a qualified health care professional should initiate appropriate follow-up action, which may include transporting the inmate to an off-site medical facility.

611.3.2 MEDICAL SCREENING OBSERVATION

The staff member completing the medical screening shall document the following observations:

(a) Appearance (e.g., sweating, tremors, anxious, disheveled)

(b) Behavior (e.g., disorderly, appropriate, insensible)

(c) State of consciousness (AVPU):

1. Alert - spontaneously responsive
2. Verbal - requires verbal stimulation to respond
3. Pain - requires painful stimulation to respond
4. Unresponsive - does not respond

(d) Ease of movement (e.g., body deformities, gait)

(e) Breathing (e.g., persistent cough, hyperventilation)

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(f) Skin (e.g., lesions, jaundice, rashes, infestations, bruises, scars, recent tattoos, needle marks or other indications of drug abuse)

(g) Any other observable health symptoms

The Jail Superintendent and the Responsible Health Care Provider should develop a procedure through which it can be reliably determined what prescription medications the inmate is taking and the medical urgency for continuing those medications.

611.3.3 DOCUMENTATION

Written documentation of the medical screening should include the name of the screener, the date and time and the following information:

- Immediate or scheduled referral to a medical, dental or mental health professional
- Guidance regarding housing placement, including disciplinary detention if necessary
- Guidance regarding activity limitations and work assignment
- The inmate's responses to questions asked by the interviewer
- Other individualized observations and recommendations

The initial medical screening should become part of the inmate’s medical record and should be retained in accordance with established records retention schedules.

611.4 MEDICAL SCREENING DISPOSITIONS

Persons who are brought to the facility who are obviously in need of immediate medical attention shall be referred to an offsite medical facility for a medical clearance. Medical conditions that require a medical clearance include but are not limited to the following:

- Unconsciousness
- Uncontrolled bleeding
- Significant injuries from a motor vehicle accident
- Significant injuries from an altercation
- Significant injuries from handcuffs or other restraint devices
- Knife wounds, gunshot wounds, or lacerations
- Exposure to pepper spray, TASER® device deployment, or blunt-force trauma during arrest
- Intoxication to a degree that the individual cannot speak coherently or stand or walk unaided
- Recent drug overdose
- Suspected or known complications of pregnancy
- Active seizures

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- Suspected or known complications of diabetes
- Exhibiting behavior indicating a potential danger to themselves
- Active tuberculosis or other serious contagious diseases
- Actively suicidal
- Not having their life sustaining medications.
- Any other medical condition, which, in the opinion of the booking personnel, should be urgently referred for evaluation by medically trained personnel

Inmates with these medical conditions are not suitable for admission to the facility until medically cleared by a qualified health care professional. This office requires medical clearance from an outside entity when such inmates are identified.

Medical clearance documentation shall include the medical diagnosis, treatment received at the emergency medical facility, any medications prescribed, any ongoing medical requirements, and any follow-up medical care that may be indicated before the arrestee is accepted for booking. Documentation shall include a medical clearance form signed by a qualified medical professional.

The Jail Superintendent is responsible for notifying local police agencies and medical facilities of the jail admission refusal policy and the required clearance documentation.

Based upon the information obtained during the screening process, the classification disposition of the inmate shall be one of the following:

- General population, or other appropriate cell assignment
- General population, or other appropriate cell assignment, and timely referral to appropriate health care services
- Immediate referral to health care services prior to housing

611.5 HEALTH APPRAISAL

Generally, a comprehensive health appraisal should occur within 14 days of booking (see the Health Appraisal Policy). However, when it is appropriate and based on an inmate's health condition, an early health appraisal should be recommended. An inmate may also be cleared for housing in general population with a prompt referral to the appropriate health care services when it is in accordance with the inmate's overall classification. Upon the identification of a mentally disordered inmate, a physician's opinion will be secured within 24 hours, or next sick call, whichever is earliest. If the inmates behaviors present a danger to themselves or others he on call MHP will be notified and requested to respond to this facility.

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Mental Health Services

612.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that all inmates have access to mental health services and that inmates identified as needing these services are referred appropriately.

612.1.1 DEFINITION

Definitions related to this policy include:

Mental health services - A variety of psycho-social and pharmacological therapies, either individual or group, including biological, psychological and social therapies to alleviate symptoms, attain appropriate functioning and prevent relapse.

612.2 POLICY

It is the policy of this office that a range of mental health services shall be available for any inmate who requires them.

612.3 MENTAL HEALTH SERVICES

The Jail Superintendent should collaborate with the local public and private organizations that offer mental health services, treatment and care to those inmates in need of such services.

Such services may include:

- Assistance with mental health screening, diagnosis and care, including intake screening.
- Referral to services for the detection, diagnosis and treatment of mental illness and follow-up care after release from custody.
- Crisis intervention and the management of psychiatric episodes.
- Stabilization of the mentally ill and the prevention of psychiatric deterioration in the correctional setting.
- Psychotropic medication management and psychotherapy.
- Suicide prevention.
- Segregation rounds by qualified health care professionals.
- Treatment of severe adjustment disorders.
- Referral, transportation and admission to licensed mental health facilities for inmates whose psychiatric needs exceed the treatment or housing capability of the facility.
- Obtaining and documenting informed consent.
- Release planning services.

612.4 BASIC MENTAL HEALTH SERVICES

Inmates may be referred to qualified health care professionals through a variety of methods, which include the medical screening process, the mental health appraisal process and self-referral or

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staff referral. Qualified health care professionals should respond to all referrals in a timely manner and initiate the appropriate treatment services.

(a) If the inmate has received previous mental health treatment, the inmate should be asked to complete a release of information form so his/her treatment records can be obtained.

(b) Inmates who have been determined to be in need of ongoing mental health services after their release from this facility should be provided with information about community mental health treatment resources. Arrangements for more comprehensive mental health care may be made, if appropriate.

(c) Inmates who are identified as being developmentally disabled should be evaluated for special housing needs. The qualified health care professional should work in cooperation with classification personnel to establish the best reasonably available housing option.

(d) Inmates who are suspected or known to be developmentally disabled should receive a mental health appraisal by the qualified health care professional or health-trained deputies as soon as reasonably practicable but no later than 24 hours after booking. Inmates who are developmentally disabled should be referred, where appropriate and available, for placement in non-correctional facilities or in units specifically designated for housing the developmentally disabled.

(e) Inmates enrolled in mental health treatment, including psychiatric medication management, should be provided information regarding the risks and benefits to treatment. Informed consent documents should be signed by the inmate to establish his/her consent to treatment. The signed forms should be placed in the inmate’s health record and retained in accordance with established records retention schedules.

(f) A treatment plan should be established for all inmates enrolled in mental health services.

1. Psychiatric and special needs treatment plans shall be reviewed every 180 days, at a minimum. Inmates taking psychotropic medication should be seen by a psychiatrist at least every 90 days. Inmates classified as requiring mental health special needs should be seen at least monthly by a qualified health care professional.

2. Inmates enrolled in other ongoing forms of mental health treatment should have treatment plan updates completed every six months, at a minimum.

3. Inmates who present to the qualified health care professional as having notable difficulty adjusting to the correctional environment, but who are not diagnosed with a serious mental illness, should be evaluated for the appropriateness of mental health treatment. Consideration should be given to the qualified health

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care professional and the facility staff working together to address the issues that may be affecting the inmate's ability to adjust to incarceration.

(g) The qualified health care professional should utilize a site-specific suicide prevention program to ensure the safety of inmates who present with a risk of self-harm.

1. Qualified health care professionals should be assigned to daily rounds in the segregation unit to determine the mental health status of inmates housed there.
2. Segregated inmates may be referred by the jail staff to qualified health care professionals for follow-up if concerns arise regarding their ability to function in disciplinary detention.

(h) If the qualified health care professional has concerns about the level of mental health services that are required to manage an inmate housed in the facility, the health authority shall be notified and the Responsible Physician shall be the decision-maker regarding the health care needs of the inmate.

1. The Responsible Physician may consult with a psychiatrist, specialist or other health care service in determining whether the inmate should be transferred to a facility that is better equipped to handle the inmate's psychiatric needs.
2. The Responsible Physician should notify the Jail Superintendent of the request to transfer the inmate for medical treatment.
3. The case review and disposition of the patient should be documented in the inmate's health record and retained in accordance with established records retention schedules.

Inmates determined to be in need of substance abuse treatment services should be informed of the facility programs available and shall be provided information about community substance abuse treatment resources.

612.5 COMPETENCY EVALUATIONS AND RESTORATION SERVICES

The Jail Superintendent shall ensure competency evaluators have reasonable, timely, and appropriate access to inmates for the purpose of performing their evaluations (RCW 10.77.625).

If an offer of admission for competency evaluation or restoration services is received for an inmate, the Jail Superintendent shall ensure the inmate is transported to a facility designated by the Washington Department of Social and Health Services within one day of receipt (RCW 10.77.625).

612.6 REQUEST FOR TRIAGE CONSULTATION AND EXPEDITED ADMISSION

Staff may request a Triage Consultation for any inmate who has a court order awaiting forensic services from a State Hospital whom the staff believes requires additional psychiatric intervention and is currently in danger related to significant and life threatening psychotic symptoms, and/or active suicidal intent or actions. Staff will work with the appropriate courts and qualified health care professionals to submit the necessary forms and paperwork for consideration and determination if they meet the criteria for potential expedited admission services.

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612.7 FORENSIC NAVIGATOR FOR COMPETENCY EVALUATIONS

When a court-appointed forensic navigator requests access to an inmate referred for a competency evaluation, the Jail Superintendent shall provide access within 24 hours of the request. The Jail Superintendent shall also provide relevant information relating to the inmate within 72 hours of a request for records (RCW 10.77.615; WAC 388-875-0200; WAC 388-875-0210).

612.8 CLINICAL INTERVENTION SPECIALISTS

The Jail Superintendent or the authorized designee shall allow clinical intervention specialists access to inmates, and those inmates' health and conduct records, who have been referred for competency evaluation or restoration services by the Department of Social and Health Services (RCW 10.77.680).

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Mental Health Screening and Evaluation

613.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the process by which all inmates receive an initial mental health screening by qualified mental health staff or health-trained custody staff. The initial mental health screening takes place at the time of booking, and is for the safety of the inmate and the general population. It helps the custody staff to make appropriate classification and housing decisions and to ensure that the treatment and intervention needs of the inmate are met.

613.2 POLICY

It is the policy of this office that all individuals booked into the facility shall receive an initial mental health screening by a qualified mental health professional, qualified mental health staff or health-trained custody staff. A more comprehensive medical appraisal shall be conducted within the first 14 days of incarceration to confirm the initial findings and to ensure that, if needed, an appropriate treatment plan that meets the individual needs of the inmate is in place.

613.3 MENTAL HEALTH SCREENING

The initial screening is designed to identify whether mental health conditions exist that require immediate or ongoing intervention. The screening shall be performed prior to the inmate being placed in general housing and should include:

(a) Inquiry into whether the inmate is or has:

1. Thoughts or history of suicidal behavior.
2. Been prescribed or is taking any psychotropic medication or antidepressants.
3. Being treated for mental health issues.
4. A history of psychiatric treatment.
5. A history of substance abuse or been treated for substance abuse.

(b) Any observation of:

1. Appearance and behavior.
2. Abuse, injury or trauma.
3. Symptoms of aggression, depression or psychosis.

(c) A determination of whether the inmate is cleared for or referred to:

1. General housing.
2. General housing with mental health referral.
3. Mental health emergency treatment.

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This information shall be recorded in the booking assessment field. It will become part of the inmate's health record and be retained in accordance with established records retention schedules.

613.4 MENTAL HEALTH APPRAISAL

All new inmates shall receive a mental health appraisal by a qualified mental health professional within 14 days, unless documentation exists that an appraisal has been completed within the previous 90 days. Mental health appraisals should include, but not necessarily be limited to the following assessments:

- Mental health status
- Suicide potential
- Violence potential
- Previous psychiatric treatment
- Any history of treatment with psychotropic medication or antidepressants
- Substance abuse or treatment for substance abuse
- Educational history
- Sexual abuse victimization (28 CFR 115.81)
- Predatory behavior or perpetrated sexual abuse (28 CFR 115.81)

Following the appraisal, the qualified mental health professional shall develop a treatment plan for the inmate and make recommendations regarding the inmate's housing, job assignment and program participation.

613.5 MENTAL HEALTH REFERRALS

Qualified mental health staff should administer a complete and thorough evaluation of inmates referred for treatment as soon as practicable, but no later than 14 days from the referral. The evaluation should include:

- Review of the inmate's screening and appraisal information.
- Observations of the inmate's behavior.
- Information gathered from interviews to determine the inmate's mental health condition, intellect, personality, problems and ability to deal with a custody environment.
- Collection of the inmate's mental health history.

Following the evaluation, a plan of treatment and maintenance, which may include a complete psychological evaluation, should be developed to meet the inmate's needs.

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Special Needs Medical Treatment

614.1 PURPOSE AND SCOPE

This purpose of this policy is the proper treatment and management of inmates with chronic diseases and special needs. This is accomplished by utilizing nationally recognized, generally accepted clinical guidelines and establishing communication between qualified health care professionals and custody personnel.

614.2 POLICY

It is the policy of this office that all individuals identified as having chronic diseases or special needs are enrolled in a chronic disease program to decrease the frequency and severity of the symptoms, prevent disease progression and complication, and foster improved function.

When a qualified health care professional recognizes that an inmate requires accommodation due to a special need, custody personnel should be notified. Consultation between the qualified health care professional and custody personnel should occur regarding the condition and capabilities of inmates with known special needs prior to a housing, work or program assignment, transfer to another facility or the imposition of disciplinary action.

Qualified health care professionals shall furnish special needs information regarding inmates to custody personnel in order for them to accurately classify and house inmates in the facility. It is the responsibility of the Jail Superintendent or the authorized designee to ensure that inmates with special needs are receiving the proper care and that their needs are effectively communicated to custody staff for appropriate accommodation.

614.3 CLINICAL PRACTICE GUIDELINES

The Responsible Physician or the authorized designee is responsible for establishing and annually reviewing clinical protocols to ensure consistency with the National Clinical Practice Guidelines.

The clinical protocols for the management of chronic disease and special needs include, but are not limited to:

- Asthma
- Communicable diseases
- Developmentally disabled inmates
- Diabetes
- Dialysis
- Frail or elderly inmates
- High blood cholesterol
- HIV
- Hypertension

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- Mental illness
- Mobility impairments
- Pregnancy
- Seizure disorder
- Suicidal ideation
- Terminally ill
- Tuberculosis

614.4 DOCUMENTATION

Documentation in an inmate's medical record should include information regarding the chronic disease protocols deployed, who is responsible for the various protocols, the extent to which the chronic disease protocols are being followed and should include, but not be limited to:

- The frequency of follow-up for medical evaluation.
- How the treatment plan was adjusted when clinically indicated.
- The type and frequency of diagnostic testing and prescribed therapeutic regimens.
- The prescribed instructions for diet, exercise, adaptation to the custody environment and medication.
- Clinical justification of any deviation from the established protocol.

A master list of all chronic disease and special needs patients should be maintained by the Responsible Physician or the authorized designee.

614.5 CHRONIC CARE PROGRAM

(a) Newly incarcerated inmates shall receive a medical screening. This screening includes the documentation of any acute or chronic health problems or injuries, special needs, and any medications or treatments the inmate is currently receiving.

1. If the inmate has been incarcerated previously, his/her health records should be reviewed.
2. Classification shall be notified of all inmates with chronic medical issues. Custody staff shall ensure the inmate is properly housed.
3. Current medications being taken by the inmate should be verified and continued as deemed appropriate by the Responsible Physician.
4. A health assessment shall be completed within 14 days of incarceration.
5.

(b) The Jail Superintendent or the authorized designee and the Responsible Physician or the authorized designee should consult with one another prior to taking action

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regarding any special needs inmate with regard to housing, program or work assignments, disciplinary measures or transfers to other facilities.

1. When immediate action is required and prior consultation is not reasonably practicable, that consultation should occur as soon as practicable but no later than 72 hours post-action.

(c) Individual treatment plans are used to guide treatment for episodes of illness. The format for treatment planning may vary, but should include, at a minimum:

1. The frequency of follow-up for medical evaluation and adjustment of treatment modality.

2. The type and frequency of diagnostic testing and therapeutic regimens.

3. When appropriate, instructions about diet, exercise, adaptation to the correctional environment and medication.

(d) Reasonable effort should be made to obtain health information and records from previous health care services, with the consent of the inmate, when the inmate has a medical problem that was being treated prior to incarceration.

(e) Upon transfer to another correctional facility, a summary of the inmate's current condition, medications and treatment plan will be forwarded to the receiving facility in a sealed envelope stamped with "confidential medical" to maintain inmate privacy.

(f) Requests for health information from community health care services must be submitted with the inmate's written consent. If the inmate does not consent, the community health care service may be advised that the person is an inmate and the health information may not be provided without the inmate's written consent.

(g) When inmates are sent out of this facility for emergency or specialty treatment, written information regarding the inmate's current medical status and treatment should accompany the inmate. Upon return to the facility, treatment recommendations from outside health care services should be reviewed by the Responsible Physician or the authorized designee for any changes in the custodial environment or in-house treatment plan.

(h) With the inmate's written consent, the health services staff should:

(i) 1. Share necessary information with outside health care services.

2. Arrange for follow-up appointments.

3. Arrange for transfer of health summaries and relevant parts of the health record to health care services or others assisting in planning or providing for services upon release.

(j)

(k)

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(l) Medications should be provided as appropriate.

(m)

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Communicable Diseases

615.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for facility staff to assist in minimizing the risk of contracting and/or spreading communicable diseases. The policy offers direction in achieving the following goals:

(a) Managing the risks associated with bloodborne pathogens (BBP), aerosol transmissible diseases (ATD) and other potentially infectious substances.

(b) Providing appropriate treatment for ill inmates while minimizing the risk of the spread of disease.

(c) Making decisions concerning the selection, use, maintenance, limitations, storage and disposal of personal protective equipment (PPE).

(d) Ensuring proper reporting to local, state and federal agencies.

(e) Establishing procedures for the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment and follow-up care for new inmates, and for inmates or employees who have contracted a communicable disease from an ill inmate.

(f) Providing appropriate treatment, counseling and confidentiality should an employee become exposed to a communicable disease.

(g) Protecting the privacy rights of all personnel who may be exposed to or contract a communicable disease during the course of their duties.

615.1.1 DEFINITIONS

Definitions related to this policy include:

Aerosol transmissible disease (ATD) - A disease or pathogen for which droplet (whooping cough, influenza, streptococcus) or airborne (measles, chickenpox, tuberculosis) precautions are required.

Aerosol transmissible disease (ATD) exposure - Any event in which all of the following have occurred:

- An employee has been exposed to an individual who has or is suspected to have an ATD, or the employee is working in an area or with equipment that is reasonably expected to contain aerosol transmissible pathogens associated with an ATD.
- The exposure occurred without the benefit of applicable exposure controls required by this section.
- It reasonably appears from the circumstances of the exposure that transmission of disease is likely sufficient to require medical evaluation.

Airborne precautions - These include the use of an Airborne Infection Isolation Room (AIIR) that meets the American Institute of Architects/Facility Guidelines Institute (AIA/FGI) standards for

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AIIRs, for infectious agents such as measles, chickenpox, and tuberculosis, in addition to medical personnel wearing masks or respirators.

Bloodborne pathogens (BBP) - Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include but are not limited to hepatitis B virus (HBV), hepatitis C virus (HCV), and human immunodeficiency virus (HIV).

Bloodborne pathogen exposure - Includes but is not limited to the contact of blood or other potentially infectious materials with the eyes, mouth, other mucous membranes, non-intact skin, needle sticks, human bites, cuts, abrasions, or any contact with blood or bodily fluids that is synonymous with BBP exposure as defined by the federal Centers for Disease Control and Prevention (CDC).

Ectoparasitic infections - Parasites that live on the skin, such as lice (pediculosis) and scabies (sarcoptic mange). Both infections are communicable and may lead to secondary infections.

HBV - Hepatitis B

HIV - Human immunodeficiency virus

Medical isolation - Housing in a separate room with a separate toilet, hand-washing facility, soap, and single-service towels, and with appropriate accommodations for showering.

NIOSH - National Institute for Occupational Safety and Health

Nosocomial - Acquired during hospitalization. Nosocomial infections are infections that present 48 to 72 hours after admission to a hospital.

OSHA - Occupational Safety and Health Administration

Personal protective equipment (PPE) - Respiratory equipment, garments, gloves, and other barrier materials designed to reduce employee exposure to hazards.

Source control measures - The use of procedures, engineering controls, and other devices or materials to minimize the spread of airborne particles and droplets from an individual who has or exhibits signs or symptoms of having an ATD.

Standard precautions - Infection control practices used to prevent the transmission of disease that can be acquired by contact with blood, bodily fluids, non-intact skin (including rashes), and mucous membranes. Applies to all inmates receiving care, regardless of diagnosis or presumed infection status.

Universal precautions - A set of precautions designed to prevent transmission of HIV, HBV, and other BBP when providing first aid or health care.

615.2 POLICY

It is the policy of this office to maintain an effective program that focuses on the identification, education, immunization, prevention, surveillance, diagnosis, medical isolation (when indicated), treatment, follow-up and proper reporting to local, state and federal agencies of communicable

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diseases. The program is designed to ensure that a safe and healthy environment is created and maintained for all occupants of the facility.

615.3 COMMUNICABLE DISEASE PROGRAM COMPONENTS

615.3.1 SURVEILLANCE

Surveillance takes place throughout the period of the inmate's incarceration and is done in a variety of encounters and inspections. These should include, but are not limited to, the following:

(a) **Medical screening** - Each newly booked inmate should be evaluated for health care needs and signs and symptoms of infectious disease. The receiving screening includes questions regarding known symptoms of TB. The individual completing the medical screening should observe the inmate for obvious signs of infection.

(b) **Health assessment** - Inmates should have a health assessment within the first 14 days of incarceration. The health assessment process includes screening for symptoms of communicable disease. Inmates can request to have a Purified Protein Derivative (PPD) test or a chest X-ray for TB and a blood test for STDs. Voluntary HIV testing is provided based on identified risk.

(c) **Periodic health assessments** - Annual testing for TB should be performed on all inmates who are in the facility for one year or more.

(d) **Sick call and referrals** - At any time during incarceration an inmate may request to be evaluated for an infectious disease through the sick call process. Health and correctional staff can request that an inmate be evaluated if they notice any signs of potentially infectious disease.

(e) **Contact investigation** - When an inmate housed in the general population develops symptoms of an infectious disease, the Responsible Physician should work cooperatively with the Jail Superintendent or the authorized designee and the public health department to provide appropriate screening and testing of potentially exposed persons.

(f) **Environmental health and safety inspections** - The health and safety of the facility environment should be inspected by the local public health entity and reported to the Jail Superintendent at least quarterly in a written report. Conditions identified as adversely affecting the health and safety of the inmates and/or employees or visitors should be promptly addressed and corrected.

615.3.2 IDENTIFICATION

Any inmate suspected of having a communicable disease will be evaluated by a qualified health care professional as soon as reasonably practicable. Inmates suspected of having communicable diseases will be appropriately isolated until disease confirmation and the period of communicability is determined. Long-term housing consideration will be based on the classification status as well as the behavior, medical needs and safety of inmates and staff. These inmates should be examined by a qualified health care professional within 24 hours. The instructions of the qualified health care professional regarding care of the patient and sanitizing of eating utensils, clothing and bedding shall be carefully followed.

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615.3.3 TREATMENT

Qualified health care professionals shall provide care as directed by the Responsible Physician.

(a) The Responsible Physician and the Jail Superintendent should collaborate on treatment planning with the public health department, as appropriate.

(b) Complete documentation of the signs, symptoms, diagnostic results, treatment and outcome of care provided to inmates who are suspected or confirmed as having a communicable disease should be entered into the inmate's health record.

615.3.4 COMMUNICATION

The Responsible Physician should ensure the following notifications are made whenever a communicable disease is identified:

(a) Notification to the public health authority of all reportable diseases and conditions should be made as soon as practicable. This is done by completing appropriate forms, and if necessary, contacting the public health department directly for situations of multiple spread occurrences.

(b) The Responsible Physician and the Jail Superintendent should be kept informed of any incidence of communicable disease.

(c) The Jail Superintendent should be apprised of any medical situation that raises the risk of disease level for inmates, correctional officers or any other staff members.

615.3.5 EMPLOYEE TRAINING

The Responsible Physician or the authorized designee shall provide education to all correctional staff who have contact with infected inmates during the initial employee orientation and when necessary.

615.3.6 DATA COLLECTION AND REPORTING

The health authority should be responsible for ensuring the systematic collection and analysis of data to assist in the identification of problems, epidemics or clusters of nosocomial infections. All reportable illnesses as defined by the public health department should be reported as required.

615.3.7 STANDARD PRECAUTIONS

Standard precautions should be used by health care professionals to minimize the risk of exposure to blood and bodily fluids of infected patients. The Responsible Physician shall be responsible for establishing basic guidelines including, but not limited to:

- Washing hands or using hand sanitizer before and after all patient or specimen contact.
- Handling all blood and bodily fluids such as saliva, urine, semen and vaginal secretions as if they are known to be infectious. Where it is not possible to distinguish between fluid types, all bodily fluids are to be assumed infectious.
- Wearing gloves for potential contact with blood and other bodily fluids.

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- Placing used syringes immediately in a nearby, impermeable container. Do not recap or manipulate any needle in any way.
- Wearing protective eyewear and a mask if splatter with blood or other bodily fluids is possible.
- Handling all linen soiled with blood and/or bodily secretions as infectious.
- Processing all laboratory specimens as infectious.
- As appropriate, wearing a mask for TB and other ATDs.

615.3.8 TRANSMISSION-BASED PRECAUTIONS

Transmission-based precautions may be needed in addition to universal precautions for selected patients who are known or suspected to harbor certain infections. These precautions are divided into three categories that reflect the differences in the way infections are transmitted. Some diseases may require more than one category (RCW 70.48.480).

(a) Airborne precautions are designed to prevent the spread of ATDs, which are transmitted by minute particles called droplet nuclei or contaminated dust particles. These particles, because of their size, can remain suspended in the air for long periods of time, even after the infected person has left the room. Some examples of diseases requiring airborne precautions are TB, measles and chicken pox.

1. An inmate requiring airborne precautions should be assigned to a designated respiratory isolation room with special ventilation requirements. The door to this room must be closed at all possible times. If an inmate must move from the isolation room to another area of the facility, the inmate should wear a mask during transport. Anyone entering the isolation room to provide care to the inmate must wear a respirator.

(b) Droplet precautions are designed to prevent the spread of organisms that travel on particles much larger than the droplet nuclei. These particles do not spend much time suspended in the air, and usually do not travel beyond a few feet of the inmate. These particles are produced when an inmate coughs, talks or sneezes. Examples of disease requiring droplet precautions are meningococcal meningitis, influenza, mumps and German measles (rubella).

1. All staff should wear masks within 3 feet of the inmate. Inmate movement should be restricted to the minimum necessary for effective facility operations. The inmate should wear a mask during transport.

(c) Contact precautions are designed to prevent the spread of organisms from an infected inmate through direct (touching the inmate) or indirect (touching surfaces or objects the inmate touched) contact. Examples of inmates who might be placed in contact precautions are those infected with the following:

1. Antibiotic-resistant bacteria

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2. Hepatitis A
3. Scabies
4. Impetigo
5. Lice

The following guide shall be used to determine the appropriate precautions that are necessary to reduce the risk of infection transmission while inmates are being transported. Inmates shall receive training on the disease transmission process and will be provided with appropriate barrier devices.

Precautions for inmate contact and transportation

	GLOVES	**SURGICAL MASKS**	**N95 MASKS**	**ISOLATION GOWNS**
Contact				
Inmate	No	No	No	No
Personnel	Yes	No	No	Yes
Droplet				
Inmate	No	Yes	No	No
Personnel	No	Yes	No	Yes
Airborne				
Inmate	No	Yes	No	No
Personnel	No	No	Yes	No

615.3.9 ENVIRONMENTAL HEALTH AND SAFETY

The Responsible Physician or the authorized designee shall conduct a monthly inspection of areas where health services are provided to verify the following:

- The equipment is inspected and maintained to the manufacturer’s recommendations.
- The area is clean and sanitary.
- The appropriate measures are being taken to ensure the unit is occupationally and environmentally safe.

615.3.10 REGULATED WASTE

The Jail Superintendent or the authorized designee, in coordination with the Responsible Physician, will provide for the management of biohazardous materials and waste and the establishment of a protocol for the decontamination of equipment used in medical and dental treatment. Medical and dental equipment decontamination shall comply with all applicable local, state and federal regulations. Precautions may include, but are not limited to:

(a) Discarding biohazardous waste in red plastic bags marked with the word BIOHAZARD and displaying the international symbol for biohazardous material. Contaminated disposable PPE shall be discarded in these receptacles.

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(b) Whenever a large amount of fluid blood is present. Standard precautions shall be used when removing the product that should then be placed in a red biohazard bag.

(c) Used biohazard bags shall be stored in covered, rigid waste receptacles in designated locations pending removal.

(d) Records documenting biohazardous waste removal, spore count logs and cleaning logs shall be retained in accordance with established records retention schedules.

615.4 ECTOPARASITE CONTROL

Ectoparasite control will be initiated, where clinically indicated, immediately following the medical screening or when the inmate manifests signs and symptoms of lice or scabies.

(a) Any inmate who indicates parasitical infection upon entering the facility shall be treated by a qualified health care professional.

(b) Any inmate suspected of having lice/scabies may be referred to sick call by a deputy.

(c) An inmate may access sick call if he/she believes there is a problem with lice/scabies.

(d) A qualified health care professional shall evaluate any inmate with a lice/scabies complaint. If there are positive findings, the inmate shall be treated for the infestation accordingly.

1. The lice and scabies treatment guidelines will be followed by the qualified health care professional if a physician’s order for administering medication is obtained.

    (a) The prescribing physician shall be notified if the inmate is pregnant, as certain medications are contraindicated for pregnant women. An alternative topical application must be prescribed in these situations.

    (b) Documentation in the medical record should include the patient’s symptoms, observations regarding the condition, patient education and prescribed treatment.

2. The inmate’s clothing and linen shall be removed from his/her cell, placed in a plastic bag and sent to the laundry. These items are considered contaminated and must be disinfected by:

    (a) Machine washing (hot cycle), machine drying (hot cycle), dry cleaning or ironing, or

    (b) Storage in a plastic bag for non-washable items for 10-14 days (head lice), seven days (pubic lice). This method is not recommended for body lice.

    (c) Isolation is not necessary as long as clothing and bedding are properly disinfected and inmates do not share items.

        1. An inmate having poor hygiene should be housed in a single cell until 24 hours after beginning treatment.

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2. Gloves are to be used for direct contact until the inmate has been treated and the clothing/bedding have been removed for disinfecting.

3. Cellmates, sexual partners and any personnel having direct hands-on contact with an infected inmate should be evaluated for prophylactic treatment because of the long incubation period of the scabies parasite.

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Detoxification and Withdrawal

617.1 PURPOSE AND SCOPE

Significant percentages of inmates have a history of alcohol and/or drug abuse. Newly incarcerated individuals may enter the facility while under the influence of a substance or they may develop symptoms of alcohol or drug withdrawal. This policy is intended to ensure that the staff is able to recognize the symptoms of intoxication and withdrawal from alcohol or drugs, and that those inmates who are intoxicated or experiencing withdrawal are provided appropriate medical treatment.

This policy also identifies protocols to be used by qualified health care professionals. These protocols are appropriate for inmates who are under the influence of alcohol or drugs or who are experiencing withdrawal from any type of substance abuse.

617.2 POLICY

Withdrawal from alcohol or drugs can be a life-threatening medical condition requiring professional medical intervention. It is the policy of this office to provide proper medical care to inmates who suffer from drug or alcohol overdose or withdrawal.

To lessen the risk of a life-threatening medical emergency and to promote the safety and security of all persons in the facility, staff shall respond promptly to medical symptoms presented by inmates.

617.3 STAFF RESPONSIBILITY

Staff should remain alert to signs of drug and alcohol overdose and withdrawal. These symptoms include, but are not limited to, sweating, nausea, abdominal cramps, anxiety, agitation, tremors, hallucinations, rapid breathing and generalized aches and pains. Any staff member who suspects that an inmate may be suffering from overdose or experiencing withdrawal symptoms shall promptly notify qualified health care professional. Staff will also notify the supervisor.

617.4 MEDICAL STAFF RESPONSIBILITY

The qualified health care professional will evaluate the inmate using approved protocols in order to determine the most appropriate care plan, which will be based on the patient's history, current physical status and treatment needs. Any patient who cannot be safely treated in the facility will be referred to an appropriate treatment facility off-site.

617.5 PROCEDURE

Inmates who are observed experiencing severe, life-threatening intoxication (overdose) or withdrawal symptoms will be promptly seen by a physician or referred to an off-site emergency facility for treatment. Detoxification shall be conducted under medical supervision at the facility or in a hospital or community detoxification center under appropriate security conditions.

If the qualified health care professional determines that an inmate is at risk for progression to a more severe level of withdrawal, the inmate will be appropriately housed in an area where he/she can be kept under constant observation by qualified health care professionals or trained Jail staff.

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617.6 WITHDRAWAL AND DETOXIFICATION PROTOCOLS

Protocols are available to the qualified health care professionals to guide the care and treatment of individuals who are intoxicated or experiencing drug and/or alcohol withdrawal. These protocols, which have been developed and approved by the Responsible Physician, fall within nationally accepted guidelines and are reviewed annually.

When dealing with inmates who are in a custody situation, qualified health care professionals shall utilize detoxification protocols in accordance with local, state and federal laws.

No direct supervision is required at the time of identifying and initiating care. Overall supervision is provided by the Responsible Physician. Qualified health care professionals shall evaluate and provide care to patients utilizing written procedures and/or physician orders.

617.7 ALCOHOL WITHDRAWAL SYMPTOMS CHART

The following chart describes typical symptoms of mild, moderate and severe withdrawal. It is to be used as a guide for determining when to refer inmates to a qualified health care professional.

Not all symptoms are always present.

	MILD	**MODERATE**	**SEVERE** (Delirium Tremens)
ANXIETY	Mild restlessness and anxiety	Obvious motor restlessness	Extreme restlessness and agitation with appearance of intense fear is common
APPETITE	Impaired appetite	Marked anorexia	Often rejects all food and fluid except alcohol
BLOOD PRESSURE	Normal or slightly elevated systolic	Usually elevated systolic	Elevated systolic and diastolic
CONFUSION	Oriented, no confusion	Variable confusion	Marked confusion and disorientation
CONVULSIONS	No	May occur	Severe convulsions are common
HALLUCINATIONS	No hallucinations	Often vague, transient, visual and auditory hallucinations and delusions, often with insight, often occurring only at night	Visual and occasional auditory hallucinations, usually of fearful or threatening content. Misidentification of persons and frightening delusions relating to hallucinatory experiences
MOTOR CONTROL	Inner "shaky"	Visible tremulousness	Gross uncontrollable shaking
NAUSEA	Nausea	Nausea and vomiting	Dry heaves and vomiting
PULSE	Tachycardia	Pulse 100-120	Pulse 120-140

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Detoxification and Withdrawal

SLEEP	Restless sleep or insomnia	Marked insomnia and nightmares	Total wakefulness
SWEATING	None or slight	Obvious	Extreme

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Administration of Psychotropic Medication

618.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines under which an inmate may be involuntarily administered psychotropic medications during a mental health emergency, to protect the safety of the inmate and others.

618.1.1 DEFINITIONS

Definitions related to this policy include:

Mental health emergency - Any emergency situation that requires an immediate response to an individual in psychiatric crisis, for the preservation of life or the prevention of serious bodily harm to the inmate, staff or others. It is not necessary for harm to take place or to become unavoidable prior to involuntary treatment being imposed.

Psychotropic medication - Any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.

618.2 POLICY

It is the policy of this office that an inmate may be involuntarily given psychotropic medication on an emergency basis only when the inmate is found by a physician to be a danger to him/herself or others by reason of mental disorders.

618.3 MEDICATION IN AN EMERGENCY

Psychotropic medication shall not be administered to an inmate absent an emergency unless the inmate has given his/her informed consent or administration has been authorized under a court order (RCW 10.77.065).

Involuntary emergency administration of psychotropic medication shall occur only under the following conditions:

- The inmate has been afforded interventions, beginning with the least restrictive options, as approved by the Responsible Physician or psychiatrist.
- The administration and duration are authorized by a physician.
- A physician specifies the conditions under which the medication is to be administered.

The details of each condition must be documented in the inmate’s medical record.

This policy limits the number of times that involuntary psychotropic medication may be administered to one dose only during the mental health emergency, as defined by a qualified health care professional. If the emergency is not resolved, the inmate shall be transferred from the jail to an appropriate facility that is designed to treat mental health emergencies.

Psychotropic medication shall not be administered for disciplinary reasons.

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618.3.1 PROCEDURES

When it has been determined that an inmate's behavior might lead to death or injury to the inmate or others, and that a mental health emergency is imminent, the following procedures shall be followed:

- The inmate shall be subdued by custody personnel using tactics that provide the safest resolution for the inmate and the involved staff given the circumstances.
- The qualified health care professional shall evaluate the inmate for any injuries and mental status. If there are no qualified health care professional available, the inmate shall be transported to an appropriate facility that is designed to treat mental health emergencies as soon as reasonably practicable.
- The Responsible Physician shall be contacted for direction.
- If psychotropic medication is authorized by the Responsible Physician, the qualified health care professional will first attempt to gain inmate consent.
- If consent is not obtained, the medication shall be involuntarily administered in the safest manner possible.
- The inmate will be monitored for any adverse reactions and side effects twice every hour by custody personnel.
- A qualified health care professional shall check the inmate at 30-minute intervals for the first two hours.
- The inmate shall be evaluated by the Responsible Physician within 24 hours to determine continued treatment planning.
- If the emergency is not resolved with a single dose of medication, or if the inmate does not continue treatment on a voluntary basis, consideration should be given to the prompt transfer of the inmate to an appropriate facility that is designed to treat mental health emergencies.
- All clinical interaction with the inmate shall be fully documented in the inmate's medical record and shall include the date and time of treatment and the signature of the qualified health care professional.

618.3.2 POST ADMINISTRATION CARE

Less restrictive treatment alternatives should be developed as soon as reasonably practicable.

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Clinical Performance Enhancement

619.1 PURPOSE AND SCOPE

This office recognizes the importance of ensuring that qualified health care professionals are competent in their clinical skills and that the clinical performance enhancement review addresses areas in need of improvement.

619.2 POLICY

It is the policy of this office that the corrections center may conduct a peer review of all qualified health care professionals. The clinical performance enhancement review process is neither an annual performance review nor a clinical case conference process. It is a professional review focused on the qualified health care professional's clinical skills. Its purpose is to enhance competence and address areas in need of improvement.

An immediate peer review may be authorized by the Responsible Physician if serious problems of practice arise with a specific qualified health care professional.

619.3 COMPONENTS OF THE CLINICAL PERFORMANCE ENHANCEMENT

The clinical performance enhancement review process may be conducted on all primary care clinicians. The result of these reviews shall be kept confidential. Documentation from the review shall include the following:

- Name of the individual being reviewed
- Date of the review
- Name and credentials of the reviewer
- Confirmation that the review was shared with the qualified health care professional
- Summary of findings and corrective action, if any

If a clinical performance enhancement review identifies a serious concern, the Responsible Physician shall implement an independent review by someone who is not directly employed by this office. The result of this review shall be shared with the appropriate health care service by the Responsible Physician, and a plan of correction shall be implemented.

The Responsible Physician will keep a log of clinical performance enhancement reviews of all qualified health care professionals to ensure compliance with this policy.

619.4 HEALTH CARE COMPLAINTS

The Jail Superintendent, in cooperation with the Responsible Physician, shall be responsible for developing and implementing a process by which inmates may submit complaints about the health care services they have received. There shall also be a means of collecting and analyzing the observations of other qualified health care professionals, correctional staff or other non-medical staff regarding the delivery of health care services.

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619.5 RECORDS

All clinical performance enhancement review reports and complaint investigations shall be considered confidential. The contents of such files shall not be revealed to other than the involved employee or authorized personnel, except pursuant to lawful process or as otherwise authorized or required by statute.

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Clinical Decisions

620.1 PURPOSE AND SCOPE

This policy recognizes that a coordinated effort between the Responsible Physician and the Jail Superintendent is needed to ensure an adequate health care system. It emphasizes the importance of clinical decisions being the sole responsibility of the qualified health care professional.

620.1.1 DEFINITIONS

Definitions related to this policy include:

Clinical decisions - The process of formulating a differential diagnosis with information gathered from an inmate's medical history and physical and mental examinations, developing a list of possible causes and ordering tests to help refine the list or identify a specific disease.

Differential diagnosis - A systematic method of identifying unknowns or diagnosing a specific disease using a set of symptoms and testing as a process of elimination.

620.2 POLICY

Clinical decisions and actions regarding inmate health care are the sole responsibility of qualified health care professionals and should not be countermanded by others. The Responsible Physician shall be responsible for arranging for appropriate health resources and for determining what services are needed. The Jail Superintendent or the authorized designee shall be responsible for providing the custodial support to ensure a safe and secure environment for delivery of services and accessibility to the inmates.

620.3 MEDICAL AUTONOMY

Clinical decisions shall be made only after a thorough evaluation of the patient's complaint and physical or mental condition. The implementation of clinical decisions is to be completed in an effective and safe manner that does not violate the security regulations of the facility.

620.4 PROBLEM RESOLUTION

Any issues arising because of the clinical decision process shall be reviewed under the provisions of the Continuous Quality Improvement Policy using medical records, grievances, staff complaints and any other relevant data.

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Health Duties for Staff

621.1 DUTIES OF THE HEALTH-TRAINED STAFF

The Jail Superintendent or the authorized designee, in coordination with the Responsible Physician, shall be responsible for training the staff to perform the following duties:

- Determine any follow-up care needed based on the screening forms from the booking process.
- Managing triage of sick call kites.
- Preparing inmates for sick call.
- Assisting with the implementation of orders regarding diets, housing and work assignments.

621.2 TRAINING

The Jail Superintendent, Lieutenant and the Responsible Physician shall be jointly responsible for developing a training curriculum for the staff and for the delivery of that training, which shall include the following:

- Instruction on proper action in the case of a medical emergency.
- Documentation requirements.
- Appropriate triage of sick call kites and follow-up.
- Confidentiality of health information.

621.3 UNREASONABLE BARRIERS

No member of the Kittitas County Sheriff's Office correctional facility shall create unreasonable barriers that affect an inmate's access to health care services. The following are examples of conduct that are likely to create unreasonable barriers and are prohibited:

(a) Punishing inmates for seeking care for their serious health needs.

(b) Assessing excessive inmate medical fees that prevent or deter inmates from seeking care for their serious health needs.

(c) Deterring inmates from seeking care for their serious health needs by scheduling sick call at unreasonable times.

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Licensure, Certification and Registration Requirements

622.1 PURPOSE AND SCOPE

The purpose of this policy is to recognize that inmates are entitled to health care services that are provided by qualified health care professionals working within the scope of their respective licensure, certification, registration and training. This policy also establishes a credentials verification process.

622.2 POLICY

It is the policy of this office that all qualified health care professionals who provide health care services to inmates possess the required licensure, certification or registration appropriate to their field of expertise. Job descriptions shall include minimum qualifications and specific duties and responsibilities, and shall be approved by the Responsible Physician.

Any health care provided to inmates at the facility that is not provided by a qualified health care professional is provided in accordance with a standing order or direct order issued by personnel who are qualified under governing laws to give such orders.

622.3 CREDENTIALING AND FILE MAINTENANCE

A completed file of current licenses, insurance certification and contract. shall be maintained by the Office and by the Responsible Physician or the authorized designee at this facility.

(a) The Responsible Physician or the authorized designee shall obtain confirmation of current licensure, certification and registration prior to making any offer of employment.

(b) Inquiries into any sanctions or disciplinary actions of state boards, employers and the U.S. Department of Health and Human Services' National Practitioner Data Bank should be conducted prior to making any offer of employment.

(c) Individuals should be required to pass a job related pre-employment background investigation. Employment references may be obtained via mail or over the phone with documentation.

(d) Each employee should be held responsible for providing renewal verification of licenses, certificates and registration prior to the expiration date.

(e) Any group or individual providing health care services must complete the credentialing process that is appropriate for their profession and must provide the facility a copy of current licensure and, when appropriate, a Drug Enforcement Administration (DEA) certificate to prescribe controlled substances.

(f) To be eligible for hire, all qualified health care professionals must possess and maintain a current CPR certification and provide documentation to the Responsible Physician or the authorized designee.

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Emergency Inmate Assistance

623.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines and establish parameters for the appropriate use of inmates during a medical emergency.

623.2 POLICY

It is the policy of this office that inmates may assist in medical situations only in emergencies when no other staff member is available to assist. The inmates shall be under direct supervision of staff and utilized in a manner that does not give them control or authority over other inmates, access to confidential medical information, or authority to make treatment decisions or provide patient care. Inmates shall not be used as a substitute for qualified health care professionals.

623.3 PROHIBITED DUTIES

Inmates shall not be used for any direct patient care activities, diagnostic or treatment decisions, dispensing of medications, scheduling health care appointments or any form of patient care normally provided by a qualified health care professional.

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Suicide Prevention and Intervention

624.1 PURPOSE AND SCOPE

This policy establishes the suicide prevention and intervention to identify, monitor and, when necessary, provide for emergency response and treatment of inmates who present a suicide risk while incarcerated at the corrections center.

This policy is intended to reduce the risk of self-inflicted injury or death by providing tools to the staff that will allow a timely and organized emergency response to suicide, suicide attempts or an inmate's unspoken indication that suicide is being considered. The three key components of this plan are evaluation, training and screening with intervention.

624.2 POLICY

It is the policy of this office to minimize the incidence of suicide by training staff in the recognition of suicidal indicators and the procedure to follow once identified. The Jail Superintendent or designee shall develope the procedures and make sure that all staff is trained.

In effort to identify inmates that may be suicidal screening questions will be asked at the time of booking.

624.2.1 PROCEDURE

When staff identifies an inmate as being suicidal the following steps shall be taken:

(a) The inmate will be housed in Holding or the Time Out cell

(b) The on-duty supervisor will determine based on the events and information, provided by the staff identifying the inmate that is being moved, the appropriate amount of jail issued clothing the inmate will be allowed to keep or if all inmate clothing will be removed and the inmate will be given the suicide smock to wear. This includes the inmate having access to bedding or mattress appropriate while housed in the cell they are moved to.

(c) DCR will be notified to come in for an evaluation.

(d) Inmate will be moved to special status within the Spartan device and placed on (suicide watch 15's).

(e) Checks will be performed and logged on the inmate at least every 15 minutes until DCR arrives and gives further recommendations.

(f) The control room will continually monitor the inmate via the camera system while on special status.

(g) The WRAP restraint may be used as determined by the on-duty supervisor.

624.3 STAFF TRAINING

All facility staff members who are responsible for supervising inmates shall receive initial and annual training on suicide risk identification, prevention and intervention, to include, at minimum:

- The provisions of this policy.

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- Identification of the warning signs and indicators of potential suicide, including training on suicide risk factors.
- Identification of the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors.
- Responding to suicidal and depressed inmates.
- Communication between corrections and health care personnel.
- Contacting Mental Health Professionals.
- Housing observation and suicide watch-level procedures.
- Follow-up monitoring of inmates who attempt suicide.

Recommendations for modification to suicide training should be directed to the Jail Superintendent, who shall review the recommendations and approve, if appropriate.

624.4 SCREENING AND INTERVENTION

All inmates shall undergo medical and mental health screening during the intake process. A portion of the intake medical screening is devoted to assessing inmates at risk for suicide. Upon an inmate entering the facility, he/she should be assessed by custody staff for the ability to answer medical and mental health screening questions.

Any inmate who appears to be unable to answer the initial medical screening questions shall be examined by a qualified health care professional at a designated hospital and receive medical clearance before acceptance into the jail. Inmates who refuse to answer these questions shall be placed under observation until the screening can be completed or until sufficient information is obtained to allow the staff to make appropriate decisions concerning housing and care.

Staff members shall promptly refer any inmate who is at risk for suicide to classification and mental health services. The inmate may also be refered to health services if staff determines it is necessary. The inmate shall remain under direct and constant observation in a safe setting until designated staff makes appropriate health care and housing decisions.

624.5 SUICIDE WATCH

Any staff member can place an inmate on suicide watch if it is deemed necessary. Once an inmate is placed on suicide watch mental health shall be contacted and the supervisor shall be notified. Inmates placed on suicide watch shall be closely monitored and housed in a cell that has been designed to be suicide resistant. Prior to housing the inmate, the staff should carefully inspect the cell for objects that may pose a threat to the inmate's safety.

Mental health professionals are primarily responsible for the treatment of inmates on suicide watch. Deputies and general employees are responsible for the physical safety of the inmates. All staff members should coordinate their efforts to ensure that inmates do not have the means or the opportunity to injure themselves.

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An observation log shall be maintained for each inmate on suicide watch. A staff member shall be designated to make a direct visual observation of the inmate twice every 30 minutes at approximately 15-minute intervals. Each staff member who is required to observe the inmate shall make notations in the observation log documenting the time of observation and a brief description of the inmate's behavior. While monitoring may be supplemented by video monitoring, it may never be a substitute for direct visual monitoring.

An inmate classified as actively suicidal must be placed in the WRAP restraint until such time as they are determined to not be actively suicidal.

The status of suicidal inmates should be readily identifiable in a manner discernible by staff. When the on-duty supervisor determines standard-issue clothing presents a security or medical risk to the inmate or others, the inmate shall be supplied with tear resistance clothing or a suicide smock that is designed to promote inmate safety and not cause unnecessary humiliation and degradation.

Actively suicidal inmates shall not be permitted to retain undergarments or any other item that can be fashioned into an implement for hanging (e.g., plastic bags, shoelaces or sheets). Inmates shall not be permitted to keep personal property while housed on suicide watch and shall not be permitted to possess razors or other sharp objects, such as pencils, items with staples or any other item that may be used to cause a self-inflicted injury. Physical restraints should only be used as a last resort measure.

Inmates who are not actively suicidal but who have expressed suicidal thoughts or have a recent history of self-injurious behavior should be observed by staff at irregular intervals, not to exceed every 15 minutes. Longer intervals may be used if a qualified mental health professional deems it acceptable but should not exceed 60 minutes.

624.5.1 INTERVENTION

Any serious suicide attempt that requires medical attention will be deemed a medical emergency. Staff should take action to facilitate emergency medical care and preserve and collect evidence as necessary. A qualified health care professional should be summoned immediately any time the staff suspects a suicide attempt is imminent. Staff should take reasonable and appropriate precautions to mitigate the ability of the inmate to injure him/herself, and should consider establishing and maintaining a non-threatening conversation with the inmate while awaiting assistance. If a qualified health care professional is not immediately available, the inmate should be placed in an appropriate and safe location until such time as qualified health care professionals or the Responsible Physician is available.

Following a serious suicide attempt that requires medical attention, staff should initiate a medical emergency response and initiate and continue appropriate life-saving measures until relieved by qualified health care professionals. The arriving medical staff should perform the appropriate medical evaluation and intervention. The Responsible Physician or the authorized designee should be notified in situations when referral and transportation to the emergency room of a local hospital is required.

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624.5.2 NOTIFICATION, REPORTING, & EVIDENCE COLLECTION

In the event of a serious suicide attempt that requires medical attention or completed suicide, the Jail Superintendent should be promptly notified. The Jail Superintendent should notify the Sheriff.

The location where a suicide or serious suicide attempt that requires medical attention has occurred should be treated as a crime scene after the inmate has been removed from the cell or after emergency medical care is rendered. The area should be secured and access restricted to preserve evidence until an appropriate investigation rules out or confirms any criminal act. When an investigation concludes no criminal acts occurred, evidence of a suicide or serious attempted suicide shall be documented and preserved for policy and procedure analysis and for potential civil litigation.

All suicides or serious suicide attempt that requires medical attention shall be documented in an incident report.

All in-custody deaths, including those resulting from suicide, should be investigated and documented in accordance with the Reporting Inmate Deaths Policy.

624.6 FOLLOW-UP

Qualified mental health professionals should evaluate any inmate placed on suicide watch as soon as practicable. After evaluation, qualified mental health professionals should make a recommendation whether to keep the inmate on suicide watch. Only a qualified mental health professional may recomend removal of an inmate from suicide watch.

624.6.1 DEBRIEFING

Any serious suicide attempt that requires medical attention or death of an inmate or on-site staff member requires a staff debriefing. Information will be communicated to the oncoming Sergeant and staff to apprise them of the incident and actions taken with regard to the incident. Such debriefing will be appropriately documented and shall be reviewed by administration.

624.7 TRANSPORTATION

Inmates at risk for suicide pose additional challenges during transport. The transportation staff should take reasonable steps to closely monitor at-risk inmates whenever they are transported. The transporting deputy should ensure that the suicide threat or other danger is communicated to personnel.

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Inmate Death - Clinical Care Review

625.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the actions and notifications required in the event of an in-custody death and the medical care received by the inmate. The policy requires that a review of all in-custody deaths be conducted to assess the appropriateness of the clinical care provided and the effectiveness of the facility's policies and procedures.

625.2 DEFINITIONS

Administrative review - An assessment of the facility's emergency response actions surrounding the death of an inmate. The purpose of the administrative review is to identify areas where operations, policies, and procedures may be improved.

Clinical mortality review (CMR) - An assessment of the medical condition of the inmate prior to treatment, the clinical care provided by contractors and the circumstances of the death. The purpose of the CMR is to identify areas of patient care or system policies and procedures that may be improved.

Psychological autopsy - A written reconstruction of an inmate's life with an emphasis on factors that may have contributed to his/her death. This is sometimes referred to as a psychological reconstruction and is usually conducted by a psychologist or other qualified mental health care professional.

625.3 POLICY

It is the policy of this office that all in-custody deaths are reviewed to determine the appropriateness of the clinical care provided staff, to determine whether existing policies are appropriate or if revision is necessary and to identify any other issues associated with the circumstances of the death. A postmortem examination should be performed according to the laws of the jurisdiction if the cause of death is unknown, if the death occurred under suspicious circumstances or if the inmate was not under current medical care.

625.4 NOTIFICATIONS

In the event of an in-custody death, all authorities with jurisdiction, including the Coroner or the authorized designee shall immediately be notified by the Jail Superintendent or the authorized designee at the time of death.

The Responsible Physician should also be notified and should coordinate with the Superintendent, who will be responsible for notifying his/her chain of command regarding all medical issues surrounding the in-custody death.

Information regarding the individual designated by the deceased inmate for notification should be provided to the Coroner or the authorized designee, who is charged with the responsibility of making such notifications.

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625.5 DOCUMENTATION

If a qualified health care professional is on-duty at the time of the in-custody death they shall ensure that all witnessed facts concerning the death are documented on the inmate's health record. Written documentation should include, but is not limited to, the time of death, the preceding circumstances surrounding the death, nature of the death, treatment rendered and who was notified of the death and by whom.

The Responsible Physician should initiate a death report and document it in the accordance with the Continuous Quality Improvement Policy.

625.6 CLOSING THE MEDICAL RECORD

The Responsible Physician should review the inmate's health record to ensure appropriate entries have been made and within 24 hours of the death have the original and a complete copy of the medical record made and delivered as follows (see the Reporting Inmate Deaths Policy):

(a) Seal the original in an envelope and retain in the custody of the Responsible Physician.

(b) Send the copy to the facility for inclusion into the inmate file and retain in accordance with established records retention schedules.

625.7 DEATH BY SUICIDE

In the event of a suspected inmate suicide, the qualified health care professional shall make a report within 24 hours to the Responsible Physician containing:

(a) The inmate's known mental health history.

(b) The most recent known mental health treatment.

(c) All known circumstances surrounding the suicide.

(d)

A psychological autopsy should be conducted by the Responsible Physician and, if available, a mental health care professional. The CMR should be finalized within 30 days by the Responsible Physician. The findings should be shared with the treating staff.

625.8 DEATH REVIEW

All deaths should be reviewed within 30 days. The review shall consist of an administrative review, a CMR and a psychological autopsy if the death was a suicide.

Treating staff shall be informed of the CMR and the administrative review findings at the quarterly continuous quality improvement meeting.

Corrective actions identified through the CMR should be implemented and monitored in accordance with the Continuous Quality Improvement Policy for systemic issues and the Inmate Safety Policy for staff-related issues.

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Medical Equipment and Supply Control

626.1 PURPOSE AND SCOPE

This policy outlines the control and inventory process to be utilized in accounting for medical equipment and supplies. Medical equipment and supplies can pose a hazard for both the inmate population and the staff. Unauthorized possession of medical equipment and supplies constitutes possession of contraband. Since it is necessary to have a well-stocked medical space within the secure perimeter of the facility, there must be a plan to ensure that equipment and medical supplies are accounted for and tightly controlled.

626.2 POLICY

It is the policy of this office that medical equipment, including sharps, dental instruments, needles and other items must be tightly controlled so they cannot be used as weapons or to facilitate the injection of drugs or other substances. Additionally, these tools and supplies must be controlled to prevent exposure to biohazards.

626.3 STAFF RESPONSIBILITIES

The designated medical supply officer shall create and maintain an inventory log for medical equipment and supplies. This log will be utilized to track and control medical equipment and supplies. When not in use, all medical equipment and supplies shall be stored in a secure manner to prevent unauthorized access.

At least once a month the medical supply officer shall inventory the medical supplies and equipment within their control.

If there is a discrepancy that indicates that medical supplies or equipment are missing, the supervisor shall be immediately notified. The supervisor shall initiate a search for the missing supplies and/or equipment. The supervisor shall document the incident and any actions taken, and provide the Jail Superintendent with a complete report.

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Continuation of Care

627.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain a proactive health system in the facility that fosters the continuation of health care needs that, if discontinued, would have a negative effect on the health of the inmate. The sole objective is to maintain or improve the health of the inmates. This policy is intended to ensure that inmates receive health services in keeping with current community standards as ordered by qualified health care professionals.

627.2 POLICY

It is the policy of this office that all inmates shall have access to the continuation of care for a health issue, provided the treatment plan meets community standards. The inmate's health care needs will be assessed by qualified health care professionals and continued as determined or referred after release.

627.3 CONTINUITY OF CARE

The Jail Superintendent is responsible for coordinating with the Responsible Physician to ensure that all inmates receive appropriate health care, including but not limited to:

(a) Newly booked inmates shall have a medical screening as part of the booking and classification process. This screening includes documentation of acute or chronic health issues or conditions, existing injuries, and medications or treatments the inmate is currently receiving.

1. Any prior jail health records, including those from other facilities, should be reviewed.
2. Current medications will be verified and continued as deemed appropriate by the Responsible Physician or the authorized designee except that medication prescribed to treat a serious mental illness shall be continued if the inmate is medically stable on the medication. Such medication shall not be substituted unless it is discontinued or the generic form is clinically identical (RCW 10.77.109).

(b) A health assessment is completed on or before the 14th day of continuous incarceration.

(c) Individual treatment plans that are used to guide treatment. The format for planning may vary but should include, at a minimum:

1. The frequency of follow-up for medical evaluation and adjustment of treatment modality.
2. The type and frequency of diagnostic testing and therapeutic regimens.
3. When appropriate, instructions about diet, exercise, medication, and adaptation to the correctional environment.
4. Custody staff is informed of the treatment plan when necessary to ensure coordination and cooperation in the ongoing care of the inmate.

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(d) Reasonable effort should be made to obtain information and records relating to previous health care professionals, with the consent of the inmate, if the inmate is currently under medical care.

(e) Upon transfer to another facility, a medical discharge summary of the inmate's current condition, medications, and treatment plan will be forwarded in a sealed envelope (to maintain confidentiality) to the receiving facility.

(f) Response to requests for health information from medical facilities and health care professionals, with the inmate's written consent.

(g) When inmates are sent out of the facility for emergency or specialty medical treatment, written information regarding the inmate's reason for transfer, pertinent medical problems, and list of current medications should be sent with the inmate and may be given to those providing care upon request. The name and phone number of a contact person who the medical facility can call should be included with the patient health information. Upon the inmate's return to the facility, treatment recommendations should be reviewed by the Responsible Physician or the authorized designee and appropriate plans should be made for continuing care in the facility based on the treating facility's diagnosis, recommended medications, and other treatment.

(h) Upon release from the facility, inmates should be given written instructions for the continuation of care, including but not limited to:

1. The name and contact information of health care facilities for follow-up appointments.
2. Prescriptions and/or an adequate supply of medication for those with chronic medical or psychiatric conditions.

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Continuous Quality Improvement

628.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a Continuous Quality Improvement (CQI) process of health care review in an effort to identify improvement needs in policies, processes or staff actions, and to develop and implement better health care strategies to improve the processes and outcomes of the health care services delivered at this facility.

628.2 POLICY

It is the policy of this office that an internal review and CQI process for inmate health care delivery and outcomes is developed and maintained. The data evaluated should result in more effective access to services, an improved quality of care and a better utilization of resources.

628.3 CQI TECHNIQUES AND MONITORING

The CQI process may be applied to any aspect of health care delivery and health service outcomes, including, but not limited to, monitoring and reviewing the following:

- Quality of the medical charts, by the Responsible Physician or the authorized designee
- Investigations of complaints and grievances
- Corrective action plans and plan outcomes
- Deaths in custody, suicide attempts, sentinel events, and incident and management of serious communicable disease outbreaks
- Plans for employee education and training, using investigation findings
- Records of internal review activities
- Legal requirements for confidentiality of medical records
- Credentialing (assessing and confirming qualifications), privileging (authorization to provide services), and training of employees
- Condition and effectiveness of the care environment
- Adequacy and quality of supplies and equipment
- Quality of care provided to individual patients
- Accuracy and efficiency of pharmacy services and medication administration
- Ease of access to care
- Risk minimization tactics
- Accreditation compliance

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Informed Consent and Right to Refuse Medical Care

629.1 PURPOSE AND SCOPE

This policy recognizes that inmates have a right to make informed decisions regarding their health care. It establishes the conditions under which informed consent should be obtained prior to treatment, when medical care may proceed without consent, the documentation process for the refusal of medical care and the retention of refusal forms.

629.2 POLICY

It is the policy of this office that, generally, all health care examinations, treatments and procedures shall be conducted with the informed consent of the inmate. Exceptions may include emergencies, life-threatening conditions and public health matters.

629.3 INFORMED CONSENT

The qualified health care professional initiating treatment shall inform the inmate of the nature of the treatment and its possible side effects and risks, as well as the risks associated with not having the treatment.

For conservatees, the informed consent of a legal custodian applies where required by law. Absent informed consent in non-emergency situations, a court order is required before involuntary treatment can be administered to an inmate.

629.4 REFUSAL OF TREATMENT

When an inmate refuses medical, mental health, dental or medication, he/she shall be counseled regarding the necessity of the treatment/medication and the consequences of refusal. Refusals will be documented within a Spartan device accompanied by the inmates signature that he/she refused an examination and/or treatment.

A qualified health care professional shall document this refusal within the appropriate medical record and include the inmate's name, booking number, treatment/medication refused, the risks or consequences of refusal and the inmate's mental status.

Documentation regarding the inmate's mental status shall be noted in the medical record, along with a brief note describing the intervention of the qualified health care professional.

Any time there is a concern about the decision-making capacity of the inmate, mental health shall be notified an evaluation shall be conducted, particularly if the refusal is for critical or acute care.

The supervisor shall be notified of repeated refusals of psychotropic medication for possible referral to the Responsible Physician or the authorized designee.

Any time an inmate refuses a scheduled medical appointment, it must be documented..

The inmate may revoke his/her refusal at any time.

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629.5 RECORDS

The Jail Superintendent or the authorized designee shall develop medical care refusal forms and a system for retaining records in the inmate's health file in accordance with established records retention schedules.

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Management of Health Records

630.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a uniform manner of maintaining the active inmate health records for easy accessibility during clinical treatment, and the storage methods for inactive health records. This policy also recommends practices that will ensure the confidentiality of health record information by separating it from custody records.

630.1.1 DEFINITIONS

Definitions related to this policy include:

Protected health information - Information that relates to the inmate's past, present or future physical or mental health or condition, the provision of medical care to the inmate, or the past, present or future payment for the provision of health care to the inmate (45 CFR 160.103).

630.2 POLICY

It is the policy of this office to maintain the confidentiality of inmates' protected health information. Inmate health records will be maintained separately from custody records and under secure conditions, in compliance with all local, state and federal requirements.

The authorized designee will establish standardized facility procedures for control and access to inmate health records.

630.3 INITIATING A HEALTH RECORD

Following seeing an inmate, the qualified health care professional shall initiate a health record for that inmate.

630.4 CONFIDENTIALITY OF INMATE HEALTH RECORDS

Information regarding an inmate's health status is confidential. Active health records shall be maintained separately from custody records. Access to an inmate's health record shall be in accordance with state and federal law (Health Insurance Portability and Accountability Act (HIPAA) of 1996 Public Law 104-191 and the implementing regulations).

The inmate's protected health information may be disclosed, with the inmate's written authorization, to any person so designated. A fully completed authorization for release of information form shall be required prior to disclosure based upon informed consent.

The inmate's protected health information may be disclosed by the qualified health care professional without the inmate's authorization under certain circumstances and when approved by an authorized designee. Those circumstances include:

(a) To known qualified health care professionals who are members of the health care team responsible for the inmate's care.

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(b) To custody staff regarding inmates as reasonably necessary to protect the safety, security and good order of the facility. Examples may include information that the inmate may be:

1. Suicidal.
2. Homicidal.
3. A clear custodial risk.
4. A clear danger of injury to self or others.
5. Gravely disabled.
6. Receiving psychotropic medications.
7. A communicable disease risk.
8. In need of special housing.

(c) To the local public health officer when an inmate is part of a communicable disease investigation.

(d) Pursuant to a court order or valid subpoena duces tecum, accompanied by a satisfactory assurance that the inmate has been given notice and an opportunity to file an objection or efforts have been made to secure a protective order as required under HIPAA (45 CFR 164.512).

(e) To a law enforcement officer for purposes of a criminal investigation, to avert a serious threat to the health or safety of any person or to fulfill mandatory reporting requirements.

(f) To a law enforcement officer when the inmate has died as a result of criminal conduct.

The inmate's limited protected health information may also be disclosed to a law enforcement officer for purposes of identifying or locating a suspect or when the inmate is a victim of a crime. When reasonably possible, the approval of the Jail Superintendent should be obtained prior to disclosure.

Attorneys requesting health record information regarding an inmate should be advised that an authorization for release of medical information form signed by the inmate is required.

Family members may be informed of the inmate's custody status and whether the inmate is receiving medical care. Family members requesting additional information must have the inmate sign a proper authorization for release of medical information form for them.

630.5 HEALTH RECORD CONTENTS

(a) To standardize record keeping and to identify responsibilities, the following should apply to inmate health records:

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1. The qualified health care professional or the authorized designee should be responsible for ensuring that all required information and forms are included in the medical records.
2. The qualified health care professional or the authorized designee should be responsible for ensuring incoming written findings and recommendations from any off-site visit are filed in the inmate's medical record.

(b) Inmate health records may contain, but are not limited to:

1. Identifying information (e.g., inmate name and date of birth).
2. Health appraisal information.
3. Complaints of illness or injury.
4. A problem summary, containing medical and mental health diagnoses and treatments as well as known allergies.
5. Progress notes of all significant findings, diagnoses, treatments and dispositions.
6. Clinician orders for prescribed and administered medications.
7. Immunization record.
8. X-ray and laboratory reports and diagnostic studies.
9. A record of the date, time and place of each clinical encounter with inmates.
10. Health service reports.
11. Individualized treatment plans when available or required.
12. Consent and refusal forms.
13. Release of information authorization forms (including HIPAA forms).
14. Results of specialty consultations and off-site referrals.
15. Special needs treatment plans, if applicable.

630.6 ACTIVE INMATE HEALTH RECORDS

Active inmate health records will be accessible to qualified health care professionals as necessary for the provision of medical treatment and other uses allowed by law or the Jail Superintendent or the authorized designee, under exigent circumstances, to protect the safety, security and good order of the facility.

All entries in the inmate health record will have the medical professional's signature and the date of service.

If an inmate has been previously incarcerated, the previous health record should be reactivated. If a new record has been initiated and a previous record exists, medical records personnel should

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merge the two records in order to compile a complete history, unless mandated statutory retention schedules have provided for the destruction of one file and there is a need to create a new file.

New information shall be entered on the health record at the completion of each encounter. All inmate health records shall be returned to the file.

630.7 INACTIVE MEDICAL RECORDS

The health record should be securely stored in the area designated for inactive inmate health records, in accordance with established records retention schedules but no less than 8 years from the date of the last clinical encounter.

630.8 HIPAA COMPLIANCE

The Jail Superintendent, in consultation with the Responsible Physician, shall ensure that a health record protection and disclosure compliance plan conforming to the requirements of HIPAA is prepared and maintained. The plan should detail all necessary procedures for security and review of the access and disclosure of protected health information.

At minimum, the plan will include:

- Assignment of a HIPAA compliance officer, who is trained in HIPAA compliance and will be responsible for maintaining procedures for and enforcing HIPAA requirements, including receiving and documenting complaints about breaches of privacy.
- Ongoing staff training on HIPAA requirements, depending on the level of access the staff member has to protected health information.
- Administrative, physical and technical safeguards to protect the privacy of protected health information.

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Inmate Health Care Communication

631.1 PURPOSE AND SCOPE

The purpose of this policy is to establish and maintain effective communication between the treating qualified health care professionals and custody personnel. This communication is essential at all levels of the organization to ensure the health and safety of all occupants of the facility.

631.2 POLICY

It is the policy of this office that effective communication shall occur between the Jail Superintendent and the treating qualified health care professionals regarding any significant health issues of an inmate. All health issues should be considered during classification and housing decisions in order to preserve the health and safety of the occupants of this facility.

When a qualified health care professional recognizes that an inmate will require accommodation due to a medical or mental health condition, custody personnel shall be promptly notified.

631.3 MANAGING SPECIAL NEEDS INMATES

Upon an inmate's arrival at the facility, the custody staff, should determine if the inmate has any special needs and consult with a qualified health care professional.

(a) If staff determines that an inmate has special needs, appropriate documentation relating to special needs should be completed and sent to classification personnel. This is to ensure that the inmate is assigned to a housing unit that is equipped to meet his/her special needs.

(b) The qualified health care professional should arrange for the appropriate follow-up evaluation.

(c) The health care of special needs inmates should be continuous and ongoing. At minimum, the inmate should be seen by the Responsible Physician or a qualified health care professional at least once every 90 days to evaluate his/her continued designation as a special needs inmate.

(d) Inmates who have been determined by qualified health care professionals to require a special needs classification should be seen on a regular basis as determined by the health care professional.

(e) Prior to transfer to another facility, a transportation/medical summary form and all other pertanent medical information should be completed detailing any special requirements that should be considered while the inmate is in transit and upon his/her arrival at the destination.

(f) Qualified health care professionals and custody personnel should communicate about inmates who require special accommodation. These include, but are not limited to, inmates who are:

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1. Chronically ill
2. Undergoing dialysis
3. Currently in treatment for a communicable disease
4. Physically disabled
5. Pregnant
6. Frail or elderly
7. Terminally ill
8. Mentally ill or suicidal
9. Developmentally disabled

631.4 NOTIFICATION TO SUPERVISORS

In the event that there is no mutual agreement regarding an individual or group of inmates who require special accommodation for medical or mental health conditions, supervisors in the respective chain of command within the health care and custody staff should address these issues.

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Forensic Evidence

632.1 PURPOSE AND SCOPE

The purpose of this policy is to maintain credibility between the inmates and the facility's qualified health care professionals by establishing clear guidelines restricting facility health care professionals from participating in the collection of forensic evidence for disciplinary or legal proceedings.

632.2 POLICY

Qualified health care professionals of this facility are generally prohibited from participating in the collection of forensic evidence or performing psychological evaluations for disciplinary or legal proceedings.

Qualified health care professionals of this facility should not be involved in the collection of forensic evidence except when complying with state laws requiring the collection of blood samples from inmates, provided the inmate has consented to the procedure and staff are not involved in any punitive action against the inmate.

Qualified health care professionals of this facility may collect blood or urine for testing for alcohol or drugs when it is done for medical purposes and under a physician's order. Qualified health care professionals of this facility may conduct inmate-specific, court-ordered laboratory tests and examinations or radiology procedures with the consent of the inmate.

Qualified health care professionals of this facility are prohibited from being involved in the following procedures:

(a) Body cavity searches

(b) Psychological evaluations for use in adversarial proceedings

(c) Blood draws for lab studies ordered by the court, without inmate consent

(d) Any medical procedure, except emergency lifesaving measures, that does not have the inmate's consent

It shall be the responsibility of the Sheriff or the authorized designee to arrange for appropriately trained professionals to collect forensic evidence for disciplinary or legal proceedings.

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Oral Care

633.1 PURPOSE AND SCOPE

The intent of this policy is to ensure that inmates have access to dental care and treatment for serious dental needs. While the focus of this policy is primarily on urgent and emergent dental care, as with medical or mental health care, dental care is available based upon patient need.

633.2 POLICY

It is the policy of this office that oral care is provided under the direction of a dentist licensed in this state and that care is timely and includes immediate access for urgent conditions. There are established priorities for care when the inmate's health would otherwise be adversely affected.

633.3 ACCESS TO DENTAL SERVICES

Emergency and medically required dental care is provided to each inmate based on need and doctor referral. Dental services are not limited to extractions. It is the goal of dental services to alleviate pain and suffering, ensure that inmates do not lose teeth merely as a consequence of incarceration and to provide appropriate dental service whenever medically required to maintain nutrition.

Access to dental services should be as follows:

(a) All inmates that have dental concerns should submit a sick call kite to be seen by the medical professional. The medical professional will then determine what treatment steps need to be taken.

(b) If an inmate suffers obvious trauma or other dental emergency, the qualified health care professional may arrange for immediate access to a dentist or may transfer the inmate to an emergency room for treatment.

(c) Inmates who are on work/school release may see their own dentist pursuant to approval of scheduling arrangements with custody staff. The inmate will be financially responsible for any payment. The Office is under no obligation to transport the inmate to this appointment.

(d) Records documenting all dental treatment should be maintained in the inmate's medical record file and retained in accordance with established records retention schedules.

(e) Medications prescribed by a dentist should be administered in accordance with pharmacy procedures and documented in the inmate's medical record.

(f) Necessary dental services identified by a medical professionals that are not available on-site should be provided by referral to community resources.

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Pharmaceutical Operations

634.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the procedures and protocols under which the facility must manage a pharmaceutical operation in order to comply with federal, state and local laws that govern prescribing and administering medication.

634.1.1 DEFINITIONS

Definitions related to this policy include:

Administration - The act of giving a single dose of a prescribed drug or biological substance to an inmate. Administration is limited to qualified health care professionals and health-trained custody staff members in accordance with state law (RCW 70.48.490).

Controlled substances - Medications classified by the Drug Enforcement Administration (DEA) as Schedule II-IV (21 USC § 812).

Delivery - The act of providing a properly labeled prescription container (e.g., a dated container that includes the name of the individual for whom the drug is prescribed, the name of the medication, dose and instructions for taking the medication, the name of the prescribing physician and expiration dates). Under these circumstances a single dose at a time can be delivered to the inmate, according to the written instructions, by any qualified health care professional or health-trained custody staff member under the provisions of RCW 70.48.490.

Dispensing - Those acts of processing a drug for delivery or administration to an inmate pursuant to the order of a qualified health care professional. Dispensing consists of:

- Comparing directions on the label with the directions on the prescription or order to determine accuracy.
- Selection of the drug from stock to fill the order.
- Counting, measuring, compounding or preparing the drug.
- Placing the drug in the proper container and affixing the appropriate prescription label to the container.
- Adding any required notations to the written prescription.

Dispensing does not include the acts of distributing, delivery or administration of the drug. The function of dispensing is limited to pharmacists and qualified health care professionals.

Distributing - The movement of a drug, in the originally labeled manufacturer's container or in a labeled pre-packaged container, from the pharmacy to a health care services area.

Dose - The amount of a drug to be administered at one time.

Drug - An article recognized in the United States Pharmacopoeia and National Formulary (USP-NF), the Homeopathic Pharmacopoeia of the United States or any supplement that is intended for

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use in the diagnosis, cure, mitigation, treatment or prevention of disease in humans. A substance, other than food, intended to affect the structure or any function of the human body.

Pharmaceutical operations - The functions and activities encompassing the procurement, dispensing, distribution, storage and control of all pharmaceuticals used within the jail, the monitoring of inmate drug therapy and the provision of inmate/patient drug information.

634.2 POLICY

It is the policy of this office that pharmaceutical operations meet all federal, state and local legal requirements and be sufficient to meet the needs of the facility population.

The Jail Superintendent or the Sheriff shall consult with one or more pharmacists and one or more licensed physicians or nurses in the course of developing the procedures related to this policy. A copy of the current policy regarding medication management will be provided to the Washington Association of Sheriffs and Police Chiefs (RCW 70.48.490).

634.3 PHARMACEUTICAL OPERATIONS

(a) The Jail Superintendent or designee, in conjunction with the pharmacist, shall establish a list of all prescription and non-prescription medications available for inmate use.

1. Drugs approved for use in the facility should promote safe, optimum and cost-efficient drug therapy.
2. The list should be periodically updated.

(b) The Jail Superintendent or designee shall ensure appropriate medication storage, handling and inventory control.

(c) The Jail Superintendent or designee shall inspect the pharmaceutical operation quarterly and regularly review charts on medication utilization.

(d) The Jail Superintendent or designee shall be responsible for establishing and maintaining a system for the secure storage and accountability of all controlled substances, syringes and needles. Medications shall be stored under proper conditions of security, segregation and environmental control at all storage locations.

1. Medication shall be accessible only to legally authorized persons.
2. Medication and device cabinets (stationary or mobile) shall be closed and locked when not in use.
3. Controlled substances shall be stored and handled in accordance with DEA regulations.
4. Medication requiring refrigeration shall be stored separately, either in a refrigerator that is locked or in a refrigerator that is in a locked room and is used exclusively for medication and medication adjuncts. The inside temperature of this refrigerator shall be maintained between 36 and 46 degrees.
5. Antiseptics and other medications for external use shall be stored separately from internal and injectable medications.

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(e) Medication shall be kept in pharmacist-packaged or the original manufacturer's labeled containers. Medication shall only be removed from these containers to prepare a dose for administration. Inmates that require medications throughout the day will not be assigned to work crews that leave the facility.

(f) Medication shall be properly labeled with the label firmly affixed to the prescription package. Each label shall indicate the name, address and telephone number of the dispensing pharmacy, in addition to:

1. The medication name, strength, quantity, manufacturer, manufacturer's lot number or internal control number and expiration date.
2. Directions for use, dispensing date and drug order expiration date. Accessory or cautionary labels shall be applied as appropriate.
3. In cases where a multiple dose package is too small to accommodate the prescription label, the label may be placed on an outer container into which the multiple dose packages are placed.

(g) Medication that is outdated, visibly deteriorated, unlabeled, inadequately labeled, discontinued or obsolete shall be stored in a separate secure storage area and disposed of in accordance with the following requirements:

1. Controlled substances shall be disposed of in accordance with the state and federal regulations.
2. Unused, outdated or discontinued doses or excess inventories of non-controlled drugs that have not been in the possession of the inmate shall be returned to the pharmacy for disposition., or destroyed per state and federal regulations.
3. Returned, non-controlled substances that have been in the possession of the inmate, unclaimed personal medication collected at intake or individual doses of medication removed from the original pharmacy packaging shall be returned to the pharmacy for disposition, or destroyed per state and federal regulations.

(h) All medication preparation, storage and administration areas shall be clean, organized, illuminated, ventilated and maintained at an appropriate temperature range. Any mobile medication cart that is not being used in the administration of medication to inmates shall be stored in a locked room that meets similar requirements.

(i) Current drug reference information, such as a Physician's Desk Reference (PDR) or an approved website, shall be available to staff.

634.4 PRESCRIBING MEDICATIONS

All medications shall be prescribed in a safe and effective manner for clinically appropriate reasons and documented in the individual patient medical record. Records shall be retained in accordance with established records retention schedules.

(a) Any medication prescribed by a qualified health care professional shall specify the drug name, strength, dose, route, frequency, discontinuation date and indication for use if the medication is intended to be used as needed. Medication shall not be prescribed for an indefinite period. The qualified health care professional shall review

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medication regimens at specified time intervals. An order to continue or discontinue any medication shall be documented in the medical record, which will supersede any earlier orders for that medication. A physician's signature shall be required on all verbal orders.

(b) Any medication prescription that is not complete or is questionable shall not be prepared until clarification is received from the qualified health care professional. Staff shall make an effort to obtain prescription clarification in a timely manner.

(c) Medication shall only be ordered upon approval of the Responsible Physician. Medication shall be prescribed and ordered from the facility list of approved medications unless the Responsible Physician approves otherwise.

(d) Some inmates may be permitted to possess and self-administer some medications when monitored and controlled, in accordance with this policy.

(e) Apparent adverse drug reactions shall be recorded in the inmate's health record by the qualified health care professional.

(f) The staff shall notify the supervisor of all known medication errors in a timely manner. Medication error reports shall be completed on all known medication errors.

634.5 PER DOSE MEDICATION ADMINISTRATION

Psychotropic medication, controlled substances, tuberculosis (TB) medication, seizure medication and those listed as directly observed therapy (DOT) shall be administered to inmates on a per dose basis. Health-trained custody staff members may administer medication on the order of the Responsible Physician or a qualified health care professional.

(a) Each medication ordered on a per dose basis for individual inmates shall be kept in the medication room of the facility.

(b) The qualified health care professional or health-trained custody staff member will confirm the inmate's identity prior to administering the medication by comparing the photo/name attached to the Medication Delivery Record (MDR).

1. Inmates should have a cup and adequate fluid to take the medication being administered.

2. The qualified health care professional or health-trained custody staff member should observe the inmate taking the medication to prevent "cheeking" or "palming".

3. The qualified health care professional or health-trained custody staff member should inspect the inmate's mouth after the inmate swallows the medication to ensure it was completely ingested. If the inmate appears to be "cheeking" the medication it will be notated on the MDR and the physisian will be notified.

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(c) The qualified health care professional or health-trained custody staff member shall record each medication administered by initialing the appropriate date and time area. Pre-charting is not allowed.

1. In the event that medication cannot be administered (for example, the inmate is in court or the medication is not in stock), a note explaining the situation and planned action shall be made on the MDR.

(d) If an inmate refuses a medication it shall be notated on the MDR.The qualified health care professional or health-trained custody staff member shall also:

1. Review the medication logs for prior refusals.
2. Document patterns of refused medications on the inmate's medical record.
3. Make a reasonable effort to convince the inmate to voluntarily continue with the medication as prescribed.
4. Report continued refusals to the Responsible Physician.

(e) No inmate should be deprived of prescribed medication as a means of punishment.

634.6 SELF-ADMINISTRATION OF MEDICATION

Upon approval of the Responsible Physician or qualified health care professional, inmates may be allowed to self-administer prescribed medication. This may include but is not limited to:

(a) Nitro pills

(b) Inhalers

(c) Insulin pumps

(d) Creams (in non-metal containers)

The qualified health care professional ordering medication should educate the inmate regarding potential side effects and the proper use of the medication.

(a) Medication may be ordered after a medical clearance obtained at a hospital or other clinic, an emergency room visit or evaluation by an on-site qualified health care professional.

(b) Any questions the inmate may have concerning his/her medication should be addressed at this time.

(c) The inmate shall be instructed to carry medication at all times or to secure it in designated areas within the housing unit.

(d) All self-administered medications are to be documented on the MDR.

(e) Upon receipt of the medication, the qualified health care professional or health-trained custody staff member should issue the inmate his/her medication as follows:

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1. The qualified health care professional or health-trained custody staff member issuing the medication should confirm correct identity by comparing the inmate to the photo attached to the MDR.

(a) Any self-administered medication may be changed to per-dose at the discretion of the medical staff if the inmate is not responsible enough to self-administer the medication or has a history of frequent rule violations. Documentation in the medical record should accompany any decision to change the medication to per-dose. Custody and health care staff should continuously monitor and communicate with each other regarding inmates complying with the conditions and rules for self-administered medication.

(b) Inmates who arrive at the facility with prescribed medication should be administered per-dose for any new medications or refills until the new medication or refill is received from the pharmacy.

634.7 NON-PRESCRIPTION MEDICATION

Any over-the-counter non-prescription medication available to inmates for purchase in the facility commissary shall be approved by the Jail Superintendent.

The Jail Superintendent should establish a limit on the amount of non-prescription medication an inmate may purchase and have in his/her possession at any time. Inmates with medication in an amount above the proscribed limit may be subject to disciplinary sanctions.

634.8 TRAINING

All health-trained custody staff members authorized to deliver, administer and provide medication assistance shall be trained pursuant to the provisions of RCW 70.48.490 prior to engaging in any tasks related to delivery or administration of medication (RCW 70.48.490).

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Privacy of Care

635.1 PURPOSE AND SCOPE

This policy recognizes that inmates have a right to privacy and confidentiality regarding their health-related issues. It also recognizes inmates' right to health care services that are provided in such a manner as to ensure that privacy and confidentiality, and encourage inmates use and trust of the facility's health care system.

635.2 POLICY

It is the policy of this office that, in order to instill confidence in the health care system by the inmate population, all discussions of health-related issues and clinical encounters, absent an emergency situation, will be conducted in a setting that respects the inmate's privacy and encourages the inmate's continued use of health care services.

635.3 CLINICAL EVALUATIONS

Emergency evaluations and rendering of first aid should be conducted at the site of the emergency, if reasonably practicable, with transfer to the medical clinic or emergency room as soon as the inmate is stabilized.

Inmates shall have a same-sex escort for encounters with an opposite-sex qualified health care professional or health-trained custody staff member, when available.

Custody personnel should only be present to provide security and safety for the qualified health care professional or others.

635.4 REPORTING INAPPROPRIATE ACCESS OF MEDICAL INFORMATION

The Jail Superintendent shall establish a process for staff, inmates or any other persons to report the improper access or use of medical records.

635.5 TRAINING

All corrections personnel, interpreters and qualified health care professionals who are assigned to a position that enables them to observe or hear qualified health care professional/inmate encounters shall receive appropriate training on the importance of maintaining confidentiality when dealing with inmate health care. The Lieutenant shall be responsible for scheduling such training and for maintaining training records that show the employee attended, in accordance with established records retention schedules.

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Overwatch Wrist Sensor

636.1 PURPOSE AND SCOPE

This policy provides guidelines for use and application of medical observation equipment intended to supplement the health and wellness of an inmate under the care of Kittitas County Jail. The medical department of the jail will ensure up to date standard operating procedures for use on inmates that deputies can reference.

636.2 DEFINITIONS

Wrist Sensor - Specifically designed medical device to be worn by an inmate to continuously monitors vital signs aimed at enhancing the overall health and wellness of the person wearing the device.

636.3 POLICY

This facility will employ the use of wrist sensors to enhance the overall health and wellness of the inmate population with emphasis on high risk situations. Jail medical staff shall routinely monitor each application to determine the next course of action to include additional follow-up, treatment plan, or discontinued use of the wrist sensor. Medical staff shall have the ability and expectation to respond to sensor alerts and conduct cell side encounters within a timely manner. During un-staffed medical hours Deputies shall investigate sensor alerts and notify medical staff of any changes in condition to the inmate.

636.4 WRIST SENSOR APPLICATION AND REMOVAL

Wrist sensors may be applied to any inmate if there is a concern for their health and safety. Medical staff may employ standing directives for specific instances where wrist sensors are deployed by Deputies in their absence. Wrist sensors should not be applied to a combative inmate nor should staff initiate a use of force the sole purpose of applying a wrist sensor.

Deputies shall not discontinue the monitoring of an inmate without a medical directive to do so. Medical staff shall document the authorized removal of monitoring devices within the inmates medical record.

The temporary disconnection during a sensor swap for technical issues or low battery is reasonable and not considered discontinued use.

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Chapter 7 - Environmental Health

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Sanitation Inspections

700.1 PURPOSE AND SCOPE

The Kittitas County Sheriff's Office has established a plan to promote and inspect the environmental safety and sanitation requirements established by applicable laws, ordinances and regulations. This policy establishes a plan of housekeeping tasks and inspections required to identify and correct unsanitary or unsafe conditions or work practices in this facility.

700.2 POLICY

It is the policy of the Office to maintain a safe and sanitary facility. To accomplish this goal the Office will maintain a plan that contains schedules and procedures for conducting weekly and monthly sanitation inspections of the facility. The Jail Superintendent will ensure that the plan addresses, at minimum, the following:

(a) Schedules of functions (e.g., daily, weekly, monthly or seasonal cleaning, maintenance, pest control and safety surveys).

(b) Self-inspection check lists to identify problems and to ensure cleanliness of the facility.

(c) Procedures, schedules and responsibilities for coordinating annual inspections by the county health department, including how deficiencies on the inspection report are to be corrected in a timely manner.

Consideration should be given to general job descriptions and/or limitations relating to personnel or inmates assigned to carrying out the plan. Specialized tasks, such as changing air filters and cleaning ducts or facility pest control, are more appropriately handled by the Office or by contract with private firms.

When inmate work crews are used, additional controls should be implemented to account for all equipment and cleaning materials.

All staff shall report any unsanitary or unsafe conditions to a supervisor. Staff shall report repairs needed to the building and equipment by submitting a work order to the Maintenance Department. Sergeants will conduct cleaning inspections on a weekly basis. The Jail Superintendent or the authorized designee will conduct monthly safety and sanitation inspections of the facility.

700.3 WORK ORDERS

All reports of unsafe or unsanitary conditions as well as repairs needed to the building and equipment shall be documented in a work order.

700.4 MATERIAL SAFETY DATA SHEETS (MSDS)

Materials and substances used in the operation and maintenance of the facility may qualify as hazardous material. Hazardous material is required to have a companion Material Safety Data Sheet (MSDS) that is provided by the manufacturer or distributor of the material. The MSDS provides vital information on individual hazardous material and substances, including instructions

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on safe handling, storage, and disposal, prohibited interactions and other details relative to the specific material.

The Jail Superintendent shall be responsible for ensuring that a written hazard communication plan is developed, implemented and maintained at each workplace. Each area of the facility in which any hazardous material is stored or used shall maintain a MSDS file in an identified location that includes (29 CFR 1910.1200(e)(1)):

(a) A list of all areas where hazardous materials are stored.

(b) A physical plant diagram and legend identifying the storage areas of the hazardous material.

(c) A log for identification of new or revised MSDS materials.

(d) A log for documentation of training by users of the hazardous material.

700.4.1 MSDS USE, SAFETY AND TRAINING

All supervisors and users of MSDS information must review the latest issuance from the manufacturers of the relevant substances. Staff and detainees shall have ready and continuous access to the MSDS for the substance they are using while working. In addition, the following shall be completed (29 CFR 1910.1200(e)(1)(ii)):

(a) Supervisors shall conduct training for all staff and inmates on using the MSDS for the safe use, handling and disposal of hazardous material in areas they supervise.

(b) Upon completion of the training, staff and inmates shall sign the acknowledgement form kept with each MSDS in their work area.

(c) Staff and detainees using the MSDS shall review the information as necessary to be aware of any updates and to remain familiar with the safe use, handling and disposal of any hazardous material in their workplace.

700.4.2 MSDS DOCUMENTATION MAINTENANCE

Changes in MSDS information occur often and without general notice. Any person accepting a delivery, addition, or replacement hazardous material shall review the accompanying MSDS. If additions or changes have occurred, the revised MSDS shall be incorporated into the file and a notation shall be made in the MSDS revision log.

Supervisors shall review MSDS information in their work areas semi-annually to determine if the information is up-to-date and that appropriate training has been completed. Upon review, a copy of the MSDS file and all logs shall be forwarded to the Maintenance Supervisor or the authorized designee.

700.4.3 MSDS RECORDS MASTER INDEX

The Maintenance Supervisor or the authorized designee will compile a master index of all hazardous materials in the facility, including locations, along with a master file of MSDS information. He/she will maintain this information in the safety office (or equivalent), with a copy

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to the local fire department. Documentation of the semi-annual reviews will be maintained in the MSDS master file. The master index should also include a comprehensive, up-to-date list of emergency phone numbers (e.g., fire department, poison control center) (29 CFR 1910.1200(g)(8)).

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Hazardous Waste and Sewage Disposal

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system for disposing of hazardous waste. The Office recognizes that the effectiveness of a disposal system depends not only on the written policies, procedures and precautions, but on adequate supervision and the responsible behavior of the staff and inmates. It is the responsibility of everyone in the facility to follow hazardous waste disposal instructions, utilizing prescribed precautions and using safety equipment properly.

701.1.1 DEFINITION

Definitions related to this policy include:

Hazardous waste - Material that poses a threat or risk to public health or safety or is harmful to the environment (e.g., batteries, paints, solvents, engine oils and fluids, cleaning products).

701.2 POLICY

It is the policy of this office that any sewage and hazardous waste generated at the facility shall be handled, stored and disposed of safely and in accordance with all applicable federal and state regulations and in consultation with the local public health entity. The Jail Superintendent or the authorized designee shall be responsible for:

- Developing and implementing a storage and disposal plan.
- Including hazardous waste issues on internal health and sanitation inspection checklists.
- Developing and implementing procedures for the safe handling and storage of hazardous materials until such time as the items are removed from the facility.
- Ensuring the staff is trained in the proper identification of hazardous waste and the appropriate handling, storage and disposal of such items.

701.3 DISPOSAL PROCEDURE

701.3.1 SEWAGE DISPOSAL

All sewage and liquid waste matter must be disposed of into a public system of sewerage or, if public sewerage is not available, into a private system of sewage disposal in accordance with the requirements of the local public health entity.

The institution's use of the private system must be discontinued and the private system must be properly abandoned when public sewerage becomes available.

701.3.2 HAZARDOUS WASTE

Hazardous waste generated in the facility shall be properly disposed in designated containers and stored until removed. Staff shall use universal standard precautions when in contact with hazardous materials, at a minimum, unless directed otherwise.

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701.4 SAFETY EQUIPMENT

The Jail Superintendent and the county emergency manager shall ensure that appropriate safety equipment is available. All supervisors shall be knowledgeable in how to access the safety equipment at all times. The county may coordinate with local fire departments or contracted vendors to obtain the necessary safety equipment.

701.5 TRAINING

The Lieutenant shall be responsible for ensuring that all facility personnel receive appropriate training in the use of appropriate safety equipment and the identification, handling and disposal of hazardous waste. Training records shall be maintained.

701.6 SUPERVISOR RESPONSIBILITY

Supervisors are responsible for monitoring any hazardous waste containment issue, ensuring that employees have the appropriate safety equipment, that any exposed persons receive immediate medical treatment, and that the appropriate measures are taken to lessen the exposure of others. Supervisors shall ensure that incident reports are completed and forwarded to the Jail Superintendent in the event of an exposure to staff, inmates or visitors.

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Housekeeping and Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that the facility is kept clean and in good repair in accordance with accepted federal, state and county standards.

702.2 POLICY

The Jail Superintendent shall establish housekeeping and maintenance plans that address all areas of the facility. The plan should include, but is not limited to:

- Schedules that determine the frequency of cleaning activities on a daily, weekly or monthly timetable, by area of the facility.
- Supervision of the staff and inmates to ensure proper implementation of the procedures and to ensure that no inmate supervises or assigns work to another inmate.
- Development and implementation of an overall sanitation plan (e.g., cleaning, maintenance, inspection, staff training, inmate supervision).
- All inmate responsibilities, which should be included in the inmate handbook.
- A process to ensure that deficiencies identified during inspections are satisfactorily corrected and documented.
- Detailed processes for the procurement, storage and inventory of cleaning supplies and equipment.

To the extent possible, cleaning and janitorial supplies shall be nontoxic to humans. Any poisonous, caustic or otherwise harmful substances used for cleaning shall be clearly labeled and kept in a locked storage area.

702.3 SANITATION SCHEDULE

A daily, weekly and monthly cleaning schedule will be established. The facility staff should implement a site specific plan for cleaning and maintenance of each area of the jail (e.g., housing, food preparation, laundry, trash storage, common areas). The following recommendations include, but are not limited to, specific areas and items:

(a) Daily cleaning:

1. Sweep and then wet mop the entire jail floor
2. Clean all cells and common areas
3. Empty all trash receptacles
4. Clean all toilets and sinks
5. Clean all showers

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6. Clean outside rec areas (during seasons of use)

(b) Weekly cleaning:

1. Dust window ledges
2. Clean hallway window panes (includes anex windows)
3. Clean Library and program room
4. Clean elevator (to include the tracks for the door)
5. Clean air conditioning/heating grates
6. Clean mattresses (mattresses are also to be cleaned prior to being issued to a new inmate)
7. Pour water down floor drains to test for flow
8. Clean stairs
9. Clean cuff ports
10. Sweep and clean sally port
11. Clean BAC room

(c) Monthly cleaning:

1. Walls
2. Ceilings
3. Clean Property room (by staff only)
4. Clean clothing room (by staff only)

702.4 TRAINING

All inmate workers assigned cleaning duties shall receive instruction commensurate with their tasks, including proper cleaning techniques, the safe use of cleaning chemicals and areas of responsibility.

702.5 INSPECTION CHECKLIST

The Jail Superintendent or the authorized designee should develop an inspection checklist that includes the cleaning and maintenance items that will be checked by supervisors on a weekly basis throughout the facility.

The inspection checklist will closely correspond to the established cleaning and maintenance schedule.

Inspection checklists shall be forwarded to the Jail Superintendent or the authorized designee for review, filing and retention as required by the established records retention schedule.

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Physical Plant Compliance with Codes

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the timeline, process and responsibilities for facility maintenance, inspections and equipment testing in compliance with all applicable federal, state and local building codes.

703.2 POLICY

It is the policy of this office that all construction of the building (renovations, additions, new construction) will be reviewed and inspected in compliance with all applicable federal, state and local building codes. All equipment and mechanical systems will be routinely inspected, tested and maintained in accordance with applicable laws and regulations.

703.3 COMPLIANCE WITH CODES AND STATUTES

Plumbing, sewage disposal, solid waste disposal and building maintenance conditions will comply with rules and regulations imposed by state regulatory entities governing such practices.

703.4 RESPONSIBILITIES

The Jail Superintendent shall be responsible for establishing and monitoring the facility maintenance schedule, the inspection schedules of the Sergeants and deputies, and ensuring that any deficiencies discovered are corrected in a timely manner.

703.5 PROCEDURE

Any remodeling or new construction shall have prior approval of the local fire, building and health authorities. Any required plans and permits will be procured prior to the commencement of any changes to the facility.

The following areas of the facility shall be inspected and evaluated for functionality, wear, and rodent or pest infestation. These inspections will be completed by facility supervisors. The list is not meant to be all inclusive:

- Booking
- Food services
- Inmate housing
- Laundry
- The entire physical structure of the facility, including, walls, exterior doors, mechanical systems and lighting

703.6 PLUMBING - FLOOR DRAINS

Floor drain traps must contain water to prevent the escape of sewer gas. Grids and grates must be present.

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Water Supply

704.1 PURPOSE AND SCOPE

The Kittitas County Sheriff's Office recognizes the importance of providing the facility with safe potable water which is supplied by the city who follows the state and federal water standards.

704.2 POLICY

In compliance with water standards set by law, this facility will ensure the continued supply of safe potable water for the use of inmates, staff and visitors through annual testing of water supplies.

704.3 EMERGENCY PLAN

The Jail Superintendent or designee shall develop a plan for the supply of potable water for drinking and cooking in the event that a man-made or natural disaster interrupts the regular water supply. The plan shall address methods for providing clean potable water for a minimum of three days, and should have contingency plans for emergencies lasting longer than three days. The plan should also include contingencies for the use of non-potable water to flush toilets and remove effluent from the facility.

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Vermin and Pest Control

705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish inspection, identification and eradication processes designed to keep vermin and pests controlled in accordance with the requirements established by all applicable laws, ordinances and regulations of the local public health entity.

705.2 POLICY

It is the policy of this office that vermin and pests be controlled within the facility. If pest or vermin are discovered, either during an inspection or otherwise, the Maintenance Department shall be contacted and a maintenance request will be submitted.

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Inmate Safety

706.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a safety program to reduce inmate injuries by analyzing causes of injuries and identifying and implementing corrective measures.

706.2 POLICY

The Kittitas County Sheriff's Office will provide a safe environment for individuals confined at this facility, in accordance with all applicable laws, by establishing an effective safety program, investigating inmate injuries and taking corrective actions as necessary to reduce accidents and injury.

The Jail Commander or designee will develop, implement and oversee of the safety program. This program will include, but not be limited to:

- A system to identify and evaluate hazards, including scheduled inspections to identify unsafe conditions.
- Analysis of inmate injury reports to identify causes and to recommend corrective actions.
- Establishment of methods and procedures to correct unsafe and/or unhealthful conditions and work practices in a timely manner.

706.3 INVESTIGATION OF REPORTED INMATE INJURY

Whenever there is a report of an injury to an inmate that is the result of accidental or intentional acts, other than an authorized use of force by custody staff, the Jail Commander or the authorized designee will initiate an investigation to determine the cause of the injury and develop a plan of action whenever a deficiency is identified. Injuries resulting from use of force incidents will be investigated and reported in accordance with the Use of Force Policy.

706.4 INVESTIGATION REPORTS

The supervisor shall ensure that reports relating to an inmate's injury are completed and should include the following:

- Incident reports
- Investigative reports
- Health record entries
- Any other relevant documents

706.5 ANNUAL REVIEWS

The Jail Commandor or the authorized designee shall review of all injuries involving inmates for the purpose of identifying problem areas and documenting a plan of action to abate circumstances relating to inmate injuries.

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The plan of action should include, but not be limited to:

- The area where the deficiencies have been identified.
- Strategies to abate the deficiency.
- Resources needed to correct a deficiency.
- The person or persons responsible for taking corrective action and the target completion date.

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Inmate Hygiene

707.1 PURPOSE AND SCOPE

This policy outlines the procedures that will be taken to ensure the personal hygiene of every inmate in the Kittitas County Sheriff's Office jail is maintained. The Kittitas County Sheriff's Office recognizes the importance of each inmate maintaining acceptable personal hygiene practices by providing adequate bathing facilities, hair care services, and the issuance and exchange of clothing, bedding, linens, towels, and other necessary personal hygiene items.

707.2 POLICY

It is the policy of the Kittitas County Sheriff's Office to maintain a high standard of hygiene in compliance with the requirements established by all state laws, ordinances, and regulations. Compliance with laws and regulations relating to good inmate hygiene practice is closely linked with good sanitation practices. Therefore, the need to maintain a high level of hygiene is not only for the protection of all inmates, but for the safety of the correctional staff, volunteers, contractors, and visitors.

707.3 STORAGE SPACE

There should be adequate and appropriate storage space for inmates' bedding, linen, or clothing. The inventory of clothing, bedding, linen, and towels should exceed the maximum inmate population so that a reserve is always available.

The facility should have clothing, bedding, personal hygiene items, cleaning supplies, and any other items required for the daily operation of the facility, including the exchange or disposal of soiled or depleted items. The assigned staff shall ensure that the storage areas are properly maintained and stocked. The Jail Superintendent should be notified if additional storage space is needed.

707.3.1 BEDDING ISSUE

Upon entering a living area of the Kittitas County Sheriff's Office jail, every inmate who is expected to remain in the facility for over eight hours shall be issued bedding and linens including, but not limited to:

(a) Sufficient freshly laundered blankets to provide comfort under existing temperature conditions. Blankets shall be exchanged and laundered in accordance with facility operational laundry rules.

(b) One clean, firm, fire-retardant mattress.

1. Mattresses will be serviceable, fire-retardant and enclosed in an easily cleanable, non-absorbable material and conform to the size of the bunk (16 CFR 1633). Mattresses will be cleaned and disinfected when an inmate is released before being re-issued to another inmate.

(c) One bath towel.

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Linen exchange, including towels, shall occur at least weekly and shall be documented in theMaster log.

The Jail Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that bedding issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

707.3.2 CLOTHING ISSUE

An inmate admitted to a facility and assigned to a living unit shall be issued a set of facility clothing. The issue of clothing appropriate to the climate for inmates shall include, but not be limited to:

- Clean socks.
- Suitable outer and undergarments.

An inmate who is issued a change of clothing upon admission to the facility may have his/her personal clothing returned after laundering, at the discretion of the Jail Superintendent.

Clothing shall be exchanged twice each week, at a minimum. All exchanges shall be documented in the Master log.

Additional clothing may be issued as necessary for changing weather conditions or as seasonally appropriate. An inmate's personal undergarments and footwear may be substituted for the institutional undergarments and footwear, provided there is a legitimate medical necessity for the items and they are approved by the medical staff.

Each inmate assigned to a special work area, such as food service, sanitation, mechanical and other specified work, shall be clothed in accordance with the requirements of the job, including any appropriate protective clothing and equipment and shall be exchanged as frequently as the work assignment requires.

The Jail Superintendent or the authorized designee shall conduct both scheduled and unannounced inspections of the facility to ensure that clothing issuance policies and procedures are carried out in accordance with the applicable laws and regulations.

The Jail Superintendent or the authorized designee shall ensure that the facility maintains a sufficient inventory of extra clothing to ensure each inmate shall have neat and clean clothing appropriate to the season.

All inmate personal property shall be properly identified, inventoried and secured. Inmates shall sign the inventory record.

707.4 LAUNDRY SERVICES

Laundry services shall be managed so that daily clothing, linen, and bedding needs are met.

707.5 INMATE ACCOUNTABILITY

To ensure inmate accountability, inmates are required to exchange item for item when clean clothing, bedding, and linen exchange occurs.

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Prior to being placed in a housing unit, inmates shall be provided with an inmate handbook listing this requirement.

707.6 PERSONAL HYGIENE OF INMATES

Personal hygiene items, hair care services and facilities for showers will be provided in accordance with applicable laws and regulations. This is to maintain a standard of hygiene among inmates in compliance with the requirements established by state laws as part of a healthy living environment.

Each inmate held more than 24 hours shall be issued, at a minimum, the following items:

- One bar of bath soap or equivalent
- One unbreakable comb or brush
- Toothpaste or powder
- Toothbrush
- Shaving equipment, upon request
- Toilet paper
- Materials as appropriate to the special hygiene needs of women

The Jail Superintendent or the authorized designee may modify this list to accommodate the use of liquid soap and shampoo dispensers. Personal hygiene items should be appropriate for the inmate's sex. Additional hygiene items shall be provided to inmates upon request, as needed.

Inmates shall not be required to share personal care items or disposable razors. Other barbering equipment capable of breaking the skin must be disinfected between individual uses, as prescribed by the state governing body overseeing such practices.

707.7 BARBER AND COSMETOLOGY SERVICES

The Jail Superintendent or the authorized designee shall be responsible for developing and maintaining a schedule for hair care services provided to the inmate population and will have written policies and procedures for accessing these services (see the Grooming Policy). The Jail Superintendent shall ensure that the rules are included in the inmate handbook.

707.7.1 SCHEDULE FOR HAIR CARE SERVICES

Inmates shall have the ability to receive hair care services every other week (unless unforeseen circumstances do not allow for the haircuts). Inmates will be charged for haircuts.

Prior to being placed in a housing unit, inmates will be given an inmate handbook, which details how to request hair care services.

707.7.2 HAIR CARE SPACE

Due to sanitation concerns, the hair care services should be located in a room that is designated for that purpose. The floors, walls, cabinets, countertops, and ceilings should be smooth, nonabsorbent, and easily cleanable. The room should be supplied with a hand washing sink with

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hot and cold water under pressure. The minimum hot water temperature must comply with local building and health department standards.

Each barbering room should have all the equipment necessary for maintaining sanitary procedures for hair care, including approved, covered metal containers for waste, disinfectants, laundered towels, and a means of separating sanitized equipment from soiled equipment.

After each haircut, all tools that came into contact with the inmate shall be thoroughly cleaned and sanitized according to established guidelines and regulations.

Regulations with detailed hair care cleaning and sanitation requirements shall be posted in a conspicuous place for use by all hair care personnel and inmates. Single-use items, such as cotton pads and neck strips, shall be properly disposed of immediately after a single use.

Barbers or beauticians shall not provide hair care service to any inmate when the skin of the face, neck, or scalp is inflamed, or when there is scaling, pus, or other evidence of skin eruptions, unless it is performed in accordance with the specific written authorization of the Responsible Physician. Any person infested with head lice shall not be given hair care service until cleared by the medical staff.

The hair care services area shall be maintained and kept clean according to the requirements of the state or local board of barbering and cosmetology and the health department standards.

707.8 AVAILABILITY OF PLUMBING FIXTURES

Inmates confined to cells or sleeping areas shall have access to toilets and washbasins with hot and cold running water that is temperature controlled. Access shall be available at all hours of the day and night without staff assistance.

The minimum number of plumbing fixtures provided for inmates in housing units is:

- One sink/washbasin for every 18 inmates.
- One toilet to every 18 inmates.

707.9 INMATE SHOWERS

Inmates will be allowed to shower upon assignment to a housing unit and every other day thereafter or more often if possible. There should be one shower for every 20 inmates unless federal, state, or local building or health codes differ. Showering facilities for inmates housed at this facility shall be clean and properly maintained. Water temperature shall be periodically measured to ensure a range of 100 to 120 degrees for the safety of inmates and staff, and shall be recorded and maintained.

Transgender and intersex inmates shall be given the opportunity to shower separately from other inmates (28 CFR 115.42).

707.10 DELOUSING MATERIALS

Delousing materials and procedures shall be approved through consultation with the Responsible Physician or qualified health care professionals.

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707.11 RESPONSIBILITIES

The Jail Superintendent shall ensure the basic necessities related to personal care are provided to each inmate upon entry into the general population. Appropriate additional personal care items may be available for purchase from the inmate commissary.

707.12 ADDITIONAL PRIVACY REQUIREMENTS

Inmates shall be permitted to shower, perform bodily functions, and change clothing without non-medical staff of the opposite sex viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine cell checks. Staff of the opposite sex shall announce their presence when entering an inmate housing unit (28 CFR 115.15).

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Chapter 8 - Food Services

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Food Services

800.1 PURPOSE AND SCOPE

The Office recognizes the importance of providing nutritious food and services to inmates to promote good health, to reduce tension in the jail and ultimately support the safety and security of the jail. This policy provides guidelines on the preparation of food services items and dietary considerations for inmates housed in the facility.

800.2 POLICY

It is the policy of this office that food services shall provide inmates with a nutritionally balanced diet in accordance with federal, state and local laws, and with regulations for daily nutritional requirements.

The food services operation shall be sanitary and shall meet the acceptable standards of food procurement, planning, preparation, service, storage and sanitation in compliance with Food and Drug Administration (FDA) and United States Department of Agriculture (USDA) requirements.

800.3 FOOD SERVICES MANAGER

The supervisor shall be responsible for oversight of the day-to-day operation of the food services area, including:

- Ensuring sufficient inmate workers are assigned to assist the contracted food service company.
- Establishing, developing and coordinating appropriate training for inmate workers.
- Other duties and activities as determined by the Jail Superintendent.

800.4 MENU PLANNING

All menus shall be planned, dated and available for review at least one month in advance of their use. Records of menus and of foods purchased shall be kept on file for one month. Menus shall provide a variety of foods and should consider food flavor, texture, temperature, appearance and palatability. Menus shall be approved by a registered dietitian or nutritionist before being served to ensure the recommended dietary allowance for basic nutrition meets the needs of the appropriate age group.

Any changes to the meal schedule, menu or practices should be carefully evaluated by the food service company in consultation with the Jail Superintendent, dietician and other professionals, and shall be recorded. All substitutions will be of equal or better nutritional value. If any meal served varies from the planned menu, the change shall be noted in writing on the menu and/or production sheet.

Copies of menus and foods purchased should be maintained by the food services company in accordance with established records retention schedules (WAC 44-14-03005).

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800.5 FOOD SAFETY

. Hot food shall be reheated to 165 degrees if it falls below 135 degrees at any time.

All reach-in or walk-in refrigerators and cold storage must maintain food temperature below 41 degrees. All freezers, other than during the defrosting cycle, must maintain a temperature of 10 degrees or lower.

Food production shall be stopped immediately if there is any sewage backup in the preparation area or if there is no warm water available for washing hands. Food production shall not resume until these conditions have been corrected.

800.6 THERAPEUTIC DIETS

The food services manager shall be responsible for ensuring that all inmates who have been prescribed therapeutic diets by qualified health care professionals are provided with compliant meals.

More complete information may be found in the Prescribed Therapeutic Diets Policy.

Women who are known to be pregnant or lactating shall be provided a balanced, nutritious diet approved by a physician.

800.7 RELIGIOUS DIETS

The food service company, to the extent reasonably practicable, will provide special diets for inmates in compliance with the parameters of the Religious Programs Policy and the Religious Land Use and Institutionalized Persons Act (RLUIPA).

When religious diets are provided, they shall conform to the nutritional and caloric requirements for non-religious diets.

800.8 FOOD SERVICES REQUIREMENTS

All reasonable efforts shall be made to protect inmates from food-borne illness. Food service inmate workers shall adhere to sanitation and food storage practices and there shall be proper medical screening and clearance of all food handlers in accordance with the Food Services Workers' Health, Safety and Supervision Policy.

Food production, storage and food handling practices will follow the appropriate federal, state or local sanitation laws.

800.9 MEAL SERVICE PROCEDURE

Inmate meals that are served in a day room should be provided in space that allows groups of inmates to dine together.

Meals shall be served at least three times during each 24-hour period. At least one meal must include hot food. Any deviation from this requirement shall be subject to the review and approval of a registered dietitian to ensure that inmates receive meals that meet nutritional guidelines.

Inmates must be provided a minimum of 15 minutes dining time for each meal. There must be no more than 14 hours between a substantial evening meal and breakfast. A substantial evening

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meal is classified as a serving of three or more menu items at one time to include a high quality protein, such as meat, fish, eggs or cheese. The meal shall represent no less than 20 percent of the day's total nutrition requirements.

Inmates who miss, or may miss, a regularly scheduled meal must be provided with a substitute meal. Approved snacks should be served to inmates on medical diets in less than the 14-hour period if prescribed by the Responsible Physician. Inmates on medical or therapeutic meals who miss their regularly scheduled meal will be provided with their prescribed meal.

Staff should direct the inmates to be dressed to receive their meals. Meals shall be served under the direct supervision of staff.

Staff should identify inmates who have prescribed therapeutic or authorized religious diets so those inmates receive their meals accordingly.

It shall be the responsibility of the deputies to maintain order and enforce rules prohibiting excessive noise and intimidation of other inmates to relinquish food during mealtime.

In the interest of security, sanitation and vermin control, inmates shall not be allowed to store food from the meal trays.

800.10 EMERGENCY MEAL SERVICE PLAN

There should be at least a three-daysupply of food maintained in storage for inmates. In the event of an emergency that precludes the preparation of at least one hot meal per day, the Jail Superintendent may declare an "Emergency Suspension of Standards" for the period of time the emergency exists.

In the event that the inmate food supply drops below that which is needed to provide meals for one day, the Jail Superintendent or the authorized designee shall purchase food from wholesale or retail outlets to restock food supplies to at least a three-day supply during the emergency.

Depending on the severity and length of the emergency, the Sheriff should consider requesting assistance from allied agencies through mutual aid or the National Guard.

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Food Services Training

801.1 PURPOSE AND SCOPE

The purpose of this policy is to reduce the risk of potential injury to staff, contractors and inmate workers in the food services areas by developing and implementing a comprehensive training program in the use of equipment and safety procedures.

801.2 POLICY

The Kittitas County Sheriff's Office ensures a safe and sanitary environment is maintained for the storage and preparation of meals through the appropriate training of food services staff and inmate workers.

801.3 TRAINING

All inmate workers should be trained in the use of kitchen equipment and food safety procedures.

The training shall include, at minimum:

(a) Work safety practices and use of safety equipment.

(b) Sanitation in the facility's food services areas.

(c) Reducing risks associated with operating machinery.

(d) Proper use of chemicals in food services areas.

(e) Employing safe practices.

The contracted food service company will go over information provided by the local Health Department for food preparation with the inmate workers and have the inmate workers sign a form stating they understand the information. Signed forms will be retained by the contract food service company.

Safety and sanitation shall be the primary consideration in equipment purchase and replacement. Placement and installation of equipment must be carefully planned to facilitate cleaning, sanitizing, service and repairs. The equipment must also meet any applicable government codes.

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Dietary Guidelines

802.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the nutritional needs of the inmates are met and that overall health is promoted through the use of balanced nutritious diets.

802.2 POLICY

It is the policy of this office that diets provided by this facility will meet or exceed the guidelines established in the current publication of the U.S. Department of Agriculture's Dietary Guidelines for Americans (DGA).

802.3 REVIEW OF DIETARY ALLOWANCES

The contracted food service company is responsible for developing the facility's menus and shall ensure that all menus served by food services comply with the DGA guidelines. Any deviation from the DGA guidelines shall be reviewed by the Jail Superintendent or designee.

The contracted food service company shall ensure that the facility's menus and dietary allowances are evaluated annually by a registered dietician, and that any changes meet the DGA guidelines. A registered dietitian must approve menus before they are used.

802.4 MENU CYCLE PLANNING

The contracted food service company should plan the menus one month in advance of their use.

Any menu substitutions must use better or similar items. The planning and preparation of all meals should consider the overall palatability of the planned meal including the appearance and temperature of the food, and the flavor and texture of food combinations.

All meals will meet caloric and nutritional requirments as established by a licences nutritian.

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Food Services Workers' Health, Safety and Supervision

803.1 PURPOSE AND SCOPE

The purpose of this policy is to establish basic personal health, hygiene, sanitation and safety requirements to be followed by all food services workers and to ensure the proper supervision of food services staff and inmate workers.

803.2 POLICY

The Kittitas County Sheriff's Office will ensure that meals are nutritionally balanced, safe and prepared and served in accordance with applicable health and safety laws.

803.3 MEDICAL SCREENING

The supervisor shall work cooperatively with the Responsible Physician to develop procedures to minimize the potential for spreading contagious disease and food-borne illness. In an effort to prevent the spread of illness, the following shall be strictly observed:

(a) All inmate workers shall have a medical examination, in accordance with local requirements, to ensure freedom from diarrhea, skin infections and other illnesses transmissible by food or utensils.

(b) Inmate workers shall have education in accordance with the standards set forth in the applicable government health and safety codes.

(c) A supervisor shall inspect and monitor all persons working in any food services area on a daily basis for health and cleanliness, and shall remove anyone exhibiting any signs of food-transmissible disease from any food services area.

(d) Any person working in any food services area who is diagnosed by a qualified health care professional with a contagious illness should be excluded from the food services areas until medically cleared to return to work.

(e) All food handlers shall wash their hands when reporting for duty and after using toilet facilities. Aprons shall be removed and secured in a clean storage area before entering the toilet facility.

(f) Inmate workers shall wear disposable plastic gloves and a protective hair covering, such as a hairnet, when handling or serving food. Gloves shall be changed after each task is completed.

(g) Any outside vendor must submit evidence of compliance with state and local regulations regarding food safety practices.

(h) Smoking at any time is prohibited in any food services area (RCW 70.160.030).

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(i) Documentation of compliance with all of the above and with any other risk-minimizing efforts implemented to reduce food transmissible disease shall be maintained in accordance with established records retention schedules (WAC 44-14-03005).

(j) All inmate workers shall report to a supervisor any information about their health and activities in accordance with health and safety codes as they relate to diseases that are transmittable through food, (e.g., open sores, runny nose, sore throat, cough, vomiting, diarrhea, fever, recent exposure to contagious diseases such as Hepatitis A or tuberculosis).

Any inmate worker is prohibited from handling food or working in any food services area if he/she reports symptoms such as vomiting, diarrhea, jaundice, sore throat with fever or has a lesion containing pus, such as a boil or infected wound that is open or draining. Inmate workers shall only return to work in food service areas when cleared by a qualified health care professional.

803.4 TRAINING REQUIREMENTS FOR FOOD SERVICES WORKERS

The contracted food service company will go over information provided by the local Health Department for the proper handling and preparation of food with the inmate workers.

The training curriculum for inmate workers should include, at minimum, the following topics:

- Proper hand-washing techniques and personal hygiene as it applies to food services work
- Proper application and rotation of gloves when handling food
- Proper use of protective hair coverings, such as hairnets
- Wearing clean aprons and removing aprons prior to entering toilet facilities
- Maintaining proper cooking and holding temperatures for food
- Proper portioning and serving of food
- Covering coughs and sneezes to reduce the risk of food-borne illness transmission
- Reporting illness, cuts or sores to the supervisor in charge

803.5 SUPERVISION OF THE FOOD SUPPLY

The risk of conflict and protest is reduced when the inmate population has confidence in the safety and quality of their food. Staff should supervise the transport and delivery of food to the respective serving areas. Staff should ensure the food is protected during transportation, delivered to the right location efficiently and under the right temperatures.

Contracted food supply company should report any suspected breech in the safety or security of the food supply.

Staff should be alert to inmate behavior when serving food, and cognizant of any comments concerning perceived contamination or portioning issues. Staff should report any suspicion of inmate unrest to a supervisor.

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Food Preparation Areas

804.1 PURPOSE AND SCOPE

This policy is intended to ensure the proper design and maintenance of the food preparation area.

804.2 POLICY

It is the policy of this office to comply with all federal, state and local laws and regulations concerning the institutional preparation of food.

804.3 COMPLIANCE WITH CODES

The Jail Superintendent is responsible for ensuring that food preparation and service areas are in compliance with all applicable laws and regulations and that food preparation areas are sanitary, well lit, ventilated and have adequate temperature-controlled storage for food supplies.

Any physical changes in the food preparation area, such as changing equipment or making major menu changes (from cold production to hot food), must comply with all federal, state and local laws and regulations concerning the instituional preperation of food.

Living or sleeping quarters are prohibited in the food preparation and food services areas.

The food preparation area must avoid cross contamination and remain free from vermin infestation.

804.4 CONSTRUCTION REQUIREMENTS

All remodeling and new construction of food preparation areas shall comply with federal, state and local building codes, comply with food and agricultural laws and standards and include any required approvals from any local regulatory authority.

The food preparation area shall be sized to include space and equipment for adequate food preparation for the facility's population size, type of food preparation and methods of meal service.

Floors, floor coverings, walls, wall coverings and ceilings should be designed, constructed and installed so they are non-absorbent and attached so that they are easily cleanable.

Except in the area used only for dry storage, porous concrete blocks or bricks used for interior walls shall be finished and sealed for a non-absorbent, easily cleanable surface.

Food storage areas shall be appropriately clean, sized, typed and temperature-controlled for the food being stored.

Lighting throughout the kitchen and storage areas shall be sufficient for staff and inmates to perform necessary tasks.

Mechanical ventilation of sufficient capacity to keep rooms free of excessive heat, steam, condensation, vapors, obnoxious odors, smoke and fumes shall be provided, if necessary.

All equipment used in the food preparation area shall be commercial grade.

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Dishwashing machines will operate in accordance with the manufacturer recommendations and hot water temperatures will comply with federal, state and local health requirements.

Equipment must be smooth, easy to clean, and easy to disassemble for frequent cleaning.

Equipment should be corrosion resistant and free of pits, crevices or sharp corners.

Dry food storage must have sufficient space to store a minimum of 15 days of supplies. All food must be stored in sealed containers and off the floor.

804.5 TOILETS AND WASHBASINS

Adequate toilet and washbasin facilities shall be located in the vicinity of the food preparation area for convenient sanitation and proper hygiene. Toilet facilities shall be completely enclosed and shall have tight-fitting, self-closing and solid doors.

Signs shall be conspicuously posted throughout the food preparation area instructing inmate workers to wash their hands.

To reduce the potential for contaminants being brought into the food preparation area, toilet facilities in the vicinity of the food preparation area should be limited to use by the contracted food service employees and inmate workers only. Anyone working in the food services area must store their aprons in a designated clean area before entering the toilet facilities.

The supervisors shall be responsible for procedures to ensure:

(a) All fixtures in the toilet facilities are clean and in good operating condition.

(b) A supply of toilet tissue is maintained at each toilet at all times.

(c) The hand-washing station located adjacent to the toilet facility has warm water available and is kept clean and in good operating condition. Single-dispensing soap and a method for drying hands shall be provided at all times.

If the toilet facility is outside of the kitchen area, food services workers must wash their hands after using the toilet facility and again upon returning to the kitchen area before preparing or serving food.

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Food Budgeting and Accounting

805.1 PURPOSE AND SCOPE

The purpose of this policy is to establish processes that will enable the facility's food services to operate within its allocated budget, and for the development of specifications for purchasing food, equipment and supplies for the delivery of food services.

805.2 POLICY

The Kittitas County Sheriff's Office food services facilities shall serve nutritious meals in an efficient and cost-effective manner in accordance with the Washington State Department of Health and with all other applicable laws and standards.

805.3 FOOD SERVICES MANAGER RESPONSIBILITIES

The Jail Superintendent will establish an annual budget for food, equipment and supplies that are needed for the effective operation of the facility food services. This includes monitoring purchases according to the budgeted weekly and monthly spending plans.

The volume for purchasing should be based upon the food services needs and storage availability. The contracted food service company is responsible for establishing and maintaining detailed records and proper accounting procedures, and should be prepared to justify all expenditures and establish future budget requirements.

805.4 PROCEDURE

The contracted food service company is responsible for ensuring that food services are delivered in an efficient and cost-effective manner by employing the following procedures, including, but not limited to:

(a) Insuring that the food cost do not exceed the annual alloted budget.

(b) Establishing a per meal, per inmate cost using an inventory of existing supplies and planned purchases, minus the anticipated ending inventory.

(c) Ensuring that accurate meal record data is collected and maintained. Meal records should include, but not be limited to, the date and time of service and the number of:

1. Meals prepared and served for each meal period. This count is to include all theraputic, religious and disciplinary diets.

(d) Ensuring that food is purchased from an approved wholesale/institutional vendor to ensure food safety.

(e) Bulk-purchasing nonperishable items to maximize the budget dollars.

(f) Continuous monitoring and improvement to minimize poor food management and/or accounting, including, but not limited to:

1. Following planned menus.

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2. Inspection of food deliveries to ensure the right quantity is delivered and the condition of the food is acceptable.
3. Purchasing food that is in season.
4. Purchasing the grade of product best suited to the recipe.
5. Following standard recipes.
6. Producing and portioning only what is needed.
7. Minimizing food production waste and establishing appropriate food storage and rotation practices, including proper refrigeration.
8. When reasonably practicable, responding to the inmate's food preferences.

(g) Establishing purchasing specifications, which are statements of minimum quality standards and other factors, such as quantity and packaging. A basic specification should contain:

1. The common name of the product.
2. The amount to be purchased.
3. The trade, federal or other grade or brand required.
4. The container size and either an exact, or a range of the number of pieces in a shipping container.
5. The unit on which prices are to be quoted (e.g., 6/#10 cans, 10/gallons).

(h) Establishing accounting procedures for financial statements and inventory control.

(i) Maintaining records of invoices, purchase orders, meal count sheets, food production records, inventory of food, supplies and equipment for the required period of time, as mandated by the governing body of the facility.

805.5 MONTHLY REPORTING

The contracted food service company is responsible for ensuring that accurate meal record data is collected and maintained. Meal records should include, but not be limited to, the number of:

(a) Meals prepared and served for each meal period. To include theraputic, religious, and disciplinary diet meals served.

A monthly report summarizing all data should be provided to the Jail Superintendent.

All meal records shall be retained in accordance with office retention schedules and state statutory regulations (WAC 44-14-03005).

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Food Services Facilities Inspection

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for inspecting food services areas and facilities to ensure a safe and sanitary environment for staff and inmates.

806.2 POLICY

It is the policy of the Kittitas County Sheriff's Office that the food services area be maintained in a safe, sanitary condition by conducting regularly scheduled inspections, both by facility staff and by an outside independent inspection authority as may be required by law.

806.3 CLEANING AND INSPECTIONS BY STAFF

The supervisor shall ensure the food preparation areas and all equipment in the food services area are inspected weekly. Adequate hot and cold water should be available in the kitchen. Water temperature of all fixtures, including washing equipment, should be checked weekly to ensure compliance with the required temperature range. Deficiencies noted by inspections shall be promptly addressed.

A cleaning schedule for each food services area shall be developed and posted for easy reference by staff, and shall include areas such as floors, walls, windows and vent hoods. Equipment, such as chairs, tables, fryers and ovens, should be grouped by frequency of cleaning as follows:

- After each use
- Each shift
- Daily
- Weekly
- Monthly
- Semi-annually
- Annually

806.3.1 SAFETY INSPECTION CHECKLIST

The following items should be part of the weekly inspection:

- Lighting is adequate and functioning properly.
- Equipment is securely anchored.
- Floors are clean, dry, even and uncluttered.
- Machines have proper enclosures and guards.
- A clear fire safety passageway is established and maintained.
- Fire extinguishers and sprinkler systems are available, not expired and are tested regularly.

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- The food preparation area has good ventilation.
- Furniture and fixtures are free from sharp corners and exposed metal.
- All electrical equipment is in compliance with codes and regulations.
- All ranges, ovens and hot holding equipment are clean and in good operating condition.
- Mixers and attachments are clean and in good operating condition.
- Dishwashing machines are clean and in good operating condition, and proper chemicals are in use.
- Water temperatures for hand sinks, ware washing sinks and dishwashing machines meet minimum acceptable temperatures.
- All hand-washing stations have free access, soap, hot and cold running water under pressure and a method to dry hands.
- Toilet facilities are in good repair and have a sufficient supply of toilet paper.
- Only authorized personnel are allowed in the kitchen area.
- Foods are labeled and stored properly using the first-in first-out system.
- The refrigerators and freezers are in good operating condition and maintain proper temperature.
- There is no evidence of cross-connection or cross-contamination of the potable water system.

806.4 CONTRACTING FOR INSPECTION

The contracted food services company is responsible for ensuring that the food services operation works in accordance with all state and local laws and regulations.

The Jail Superintendent shall contract with an independent, outside source for periodic inspection of the food services facilities and equipment, to ensure that established state and local health and safety codes have been met.

Documentation of the inspections, findings, deficiencies, recommended corrective actions and verification that the corrective standards were implemented will be maintained by the facility in accordance with established records retention schedules (WAC 44-14-03005).

A contract for services from an independent and qualified inspector should include, but is not limited to, the following components:

(a) The inspector should conduct a pre-inspection briefing with the Jail Superintendent and other appropriate personnel, to identify the applicable government health and safety codes and the areas to be inspected. The inspector should provide the necessary equipment to conduct the inspection.

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(b) During the course of the inspection, the inspector should study and report on whether the food service area meets the standard set forth on the Washington State food establishment inspection report.

Any deficiencies should be noted by the inspector in his/her inspection report and recommendations made for corrective action.

At the exit interview the inspector should cite any violations according to the government health and safety codes.

The inspector should conduct a follow-up inspection to verify the deficiencies have been corrected as recommended.

The Jail Superintendent will insure that all corrections are made that were noted on the Washington State food establishment inspection form.

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Food Storage

807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish food storage methods that are designed to meet manufacturer's recommendations, health and safety codes, state laws and local ordinances, and to safely preserve food, extend storage life and reduce food waste.

807.2 POLICY

Food and food supplies will be stored in sanitary and temperature-controlled areas in compliance with state and local health laws and standards.

807.3 PROCEDURES

The contracted food service company shall be responsible for the safe preservation and storage of food in the most cost-effective manner, beginning with the receipt of the raw materials through the delivery of prepared meals.

When receiving food deliveries, food services staff shall inspect the order for quality and freshness and shall ensure that the order is correct by checking the order received against the order form.

If food quality and freshness do not meet commonly accepted standards or if it is determined that proper storage temperatures have not been maintained, the employee checking the order in will refuse the item and note the refusal on the invoice.

Any food destined for return to the vendor should be stored separately from any food destined for consumption. The contracted food service company will contact the vendor and arrange for replacement of the unacceptable food items.

Storage temperatures in all food storage areas should be checked on a daily basis.

An evaluation system should be established for food stored in any area with temperature readings outside the normal range and should include contingency plans for menu changes, food storage relocation or food destruction, as indicated.

807.4 DRY FOOD STORAGE

Canned items and dry food that does not need refrigeration should be stored in a clean, dry, secure storage area where temperatures are maintained between 45 and 80 degrees.

All dry items shall be stored off the floor. Only full unopened cans and containers shall be stored in the storerooms. Open containers and packages shall be appropriately stored in the working or holding areas.

All storage areas will be kept locked when they are not in actual use. New food shipments shall be placed behind existing like items and rotated using a first-in first-out rotation method.

Personal clothing and personal items shall not be stored in food storage areas.

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807.4.1 MAINTENANCE OF DRY FOOD STORAGE AREAS
Inmate workers or contracted food service company should clean the storage areas at least once each day by sweeping and mopping all floors and wiping down shelves and walls. Any damaged items should be inspected for spoilage and repackaged or discarded as appropriate. Contracted food service company should inspect the storage areas to ensure they are clean and orderly. Staff will document the inspection.

807.5 REFRIGERATED AND FROZEN STORAGE

Unless health codes dictate otherwise refrigerators must be kept between 32 and 41 degrees. Deep chill refrigerators will be set between 28 and 32 degrees for cook-chill products, dairy and meat items, to extend shelf life. Freezers shall be maintained at 32 degrees or below.

All freezer and refrigerator storage areas should have a thermometer to monitor temperatures. Any variance outside of acceptable temperature range shall be immediately addressed.

All food must be covered and dated when stored. Cooked items shall not be stored beneath raw meats. Cleaned vegetables shall be stored separately from unwashed vegetables. Storage practices shall use a first-in first-out rotation method.

807.5.1 MAINTENANCE OF REFRIGERATED AND FREEZER AREAS
Refrigeration storage units should be cleaned daily, including mopping floors and wiping down walls. A more thorough cleaning should occur weekly to include wiping down and cleaning shelves. Once every month the shelves should be dissmantled and sanitized. The contracted food service company should inspect the contents of freezers and storage units daily to ensure all items are properly sealed and labeled.

807.5.2 STORAGE OF CLEANING SUPPLIES AND MATERIALS
The storage of soaps, detergents, waxes, cleaning compounds, insect spray and any other toxic or poisonous materials are kept in a separate, locked storage area to prevent cross contamination with food and other kitchen supplies.

807.6 WASTE MANAGEMENT

The contracted food service company shall develop and maintain a waste management plan that ensures the garbage is removed daily. This plan also should include methods to minimize the waste of edible food and to dispose of non-edible or waste food material without utilizing a landfill.

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Prescribed Therapeutic Diets

808.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that inmates who require prescribed therapeutic diets as a result of a diagnosed medical condition are provided with nutritionally balanced therapeutic meals that are medically approved and meet nutritional and safety standards.

808.2 POLICY

The Responsible Physician or corrections staff shall:

(a) The responsible physician and corrections staff are authorized to prescribe a therapeutic diet.

(b) The therapeutic diets utilized by this facility shall be planned, prepared and served with consultation from a registered dietitian.

(c) The Jail Superintendent shall comply with any therapeutic diet prescribed for an inmate.

(d) Inmates that have a food allergy may have a therapeutic diet approved by corrections staff or a physician.

(e)

As a best practice, all therapeutic diet prescriptions should be reviewed and rewritten, if appropriate, on a quarterly basis. This is to reduce the risk of an inmate developing an adverse medical condition or nutritional effect as the result of a diet that is inconsistent with the inmate's current medical needs. Inmates may verbally or through the kite system request a theraputic diet.

Pregnant or lactating women shall be provided a balanced, nutritious diet approved for pregnant women.

808.3 STAFF COMMUNICATION/COORDINATION

Theraputic (special) diet forms will be posted in the food service area and in the control room. The forms should contain the following information:

(a) Inmate's name

(b) Inmate's identification number (Control room copy only)

(c) Inmate's therapeutic diet type

(d) Special remarks or instructions

808.4 PREPARATION AND DELIVERY OF MEALS

The contracted food service company is responsible for reviewing the therapeutic (special) diet forms and prepare the food according to the therapeutic menu designed by the registered dietitian.

Therapeutic diets may include snacks and oral supplements. Snacks and supplements can be distributed with regularly scheduled meal service or may be distributed with inmate medications.

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Prescribed Therapeutic Diets

Individual labels or written documents containing the following information should be prepared by the kitchen, clearly identifying each meal and any included snacks:

(a) A brief description of the type of snack.

The custody staff responsible for meal distribution shall ensure that any inmate who has been prescribed a therapeutic meal receives the prescribed therapeutic meal.

Unless a therapeutic diet was prescribed with a specific end date, only the Responsible Physician or the authorized designee may order that a therapeutic diet be discontinued.

An inmate who misses a regularly scheduled meal shall receive his/her prescribed meal.

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Disciplinary Detention Diet

809.1 PURPOSE AND SCOPE

This policy establishes the requirement for providing inmates disciplinary detention diets when they are ordered for disciplinary reasons.

809.2 POLICY

The contracted food service company shall prepare the disciplinary detention diet after receiving directions from the supervisor.

809.3 PROCEDURES

The disciplinary detention diet shall consist of the following:

(a) "nutra loaf"

(b) sack meals

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Chapter 9 - Inmate Programs

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Inmate Programs and Services

900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the programs and services that are available to inmates. The programs and services exist to motivate offenders toward positive behavior while they are in custody.

900.2 POLICY

The Kittitas County Sheriff's Office will make available to inmates a variety of programs and services subject to resources and security concerns. Programs and services offered for the benefit of inmates may include social services, faith-based services, recreational activities, library access, educational/vocational training, alcohol and drug abuse recovery programs and leisure time activities.

900.3 SECURITY

All programs and services offered to benefit inmates shall adhere to the security and classification requirements of this facility. To the extent practicable, inmates who are housed in high-security or administrative segregation may have individualized programs developed.

900.4 DISCLAIMER

Inmate programs are provided at the sole discretion of the Kittitas County Sheriff's Office in keeping with security interests, available resources and best practices.

Nothing in this policy is intended to confer a legal right for inmates to participate in any program offered other than what is required by law or that which is medically required.

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Inmate Welfare Fund

901.1 PURPOSE AND SCOPE

The Office is authorized to maintain a fund derived from proceeds from the commissary, vending machines, telephones and other inmate-related commerce activities, to be used primarily to provide welfare and education programs for the benefit of the inmate population. This policy establishes guidelines for maintaining and administering the Inmate Welfare Fund.

901.2 INMATE WELFARE FUND

The Jail Commander or designee in cooperation with the Finance office will establish and maintain an Inmate Welfare Fund where proceeds derived from inmate telephones, commissary profits, and other income intended for the support of inmate programs, is deposited.

The Inmate Welfare Fund is allocated to support a variety of programs, services and activities benefiting the general inmate population and enhancing inmate activities and programs. This includes capital construction and improvement projects in support of such programs, services and activities.

901.3 INMATE WELFARE FUNDING SOURCES

Revenues and funding from the following sources shall be deposited into the Inmate Welfare Fund account:

(a) Proceeds from commissary operations

(b) Proceeds from the operation of inmate communication devices.

(c) Donations

901.4 EXPENDITURE OF INMATE WELFARE FUNDS

The Inmate Welfare Fund shall be used solely for the welfare and benefit of the inmate population or as otherwise permitted by law.

Expenditures permitted from the Inmate Welfare Fund include, but are not limited to, the following:

(a) Education programs

(b) Recreational goods and services, such as:

1. Recreational equipment, games and sporting goods
2. Televisions and cable/satellite subscriptions, video players and content media
3. Library books

(c) Envelopes, postage and personal hygiene items for indigent inmates

(d) Approved non-prescription, over-the-counter health aids for inmate use

(e) Inmate activity programs, including:

1. Equipment for television viewing
2. Activities equipment, supplies and services

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3. Repair of equipment purchased from the Inmate Welfare Fund
4. Entertainment equipment, cable or satellite subscription services and other related supplies

901.4.1 PROHIBITED EXPENDITURES OF INMATE WELFARE FUND

Except as permitted by law, the Inmate Welfare Fund shall not be used to fund activities associated with any of the following:

(a) Security-related functions, including staff, safety equipment, radios, weapons or control devices that are specifically designated for use by the custody staff in maintaining the security, safety and order in the facility

(b) Food service, staff costs, equipment and supplies

(c) Medical/dental services, staff costs, equipment and supplies

(d) Maintenance and upkeep of office facilities not otherwise permitted by law

(e) Janitorial services and supplies

(f) Transportation to court, medical appointments or other reasons not related to inmate programs

(g) Any other normal operating expenses incurred by the day-to-day operation of the facility.

901.5 FINANCIAL ACCOUNTING OF INMATE WELFARE FUNDS

The Jail Commander or designee in cooperation with Sheriff's Finance the shall maintain an accounting system to be used for purchasing goods, supplies and services that support inmate programs.

An audit of the Inmate Welfare Fund shall be completed by a certified auditor recognized by the Office as an authorized financial auditor.

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Inmate Accounts

902.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures for managing, handling and accounting of all money belonging to inmates that is held for their personal use while they are incarcerated in this facility.

902.2 INMATE ACCOUNTS

The Office will establish an inmate account for the purpose of receiving funds from authorized sources for inmate use. A separate account will be established for each inmate when he/she is booked into this facility.

All cash will be collected and placed into the inmate account and a receipt will be given to the inmate..Any subsequent deposits to the inmate's fund shall be documented and a receipt shall be given to the inmate.

An inmate may use money in his/her inmate account for bail, electronic device use, telephone minutes, or to purchase items from the inmate commissary. Inmates may receive and release money while in custody. Funds will be made available to inmates for their use in accordance with the rules and regulations established by the Jail Superintendent.

902.3 FUNDING SOURCES

The inmate account will only accept funds for deposit from approved sources.

902.3.1 DEPOSITS DURING BOOKING

All cash received during the booking process shall be deposited to the inmate's account.

902.3.2 DEPOSITS THROUGH THE MAIL

All non-cash funds received by mail to be deposited to an inmate's account after signed acknowledgement by the inmate.

Only cash, and checks issued by county or city correctional agencies that are received through the mail are acceptable for deposit into inmate accounts. Although cash may be accepted for deposit, it is not recommended that cash be sent through the mail. All personal checks, payroll checks and other unapproved monies will be forwarded to the personal property storage area and placed in the inmate's property bag. If checks are added to the inmate's property it will be noted on the property sheet with the officer's signature and the date.

902.3.3 VISITOR DEPOSITS

Any visitors that want to deposit money on an inmate's account may use cash or credit/debit card via the kiosk.

902.4 AUTHORIZATION FOR SELF-BAIL

Inmates wishing to use their personal funds as bail must sign a property release form to release the money from their account.

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902.5 RELEASE OF FUNDS TO OTHER PERSONS

Inmates may release funds to an outside party from their jail account one time only. Exceptions to this would be funds released to the courts, bail bonds, legal entities, or services provided at the jail such as records requests, notary services, haircuts, etc. A property release form is required to release funds signed by the inmate. The person receiving the funds must furnish a valid driver's license or state issued identification card. Once the form is completed and the recipient's identify is confirmed the money can be released.

902.6 RELEASE FROM CUSTODY

A check will be issued to the inmate if they are being released to another county. If the inmate is being released to the streets the remaining funds will be released on a debit card.

902.7 CASHIER RESPONSIBILITY

All monies shall be counted, verified against the transactions, bundled and placed in a designated secure safe or transferred to the bank with appropriate deposit slip.

Any unresolved discrepancies found during the balancing procedures shall be promptly reported. The staff member reporting the discrepancies shall prepare a report showing the amount of the discrepancy.

The report shall include the following:

(a) Date and time each cash discrepancy was discovered

(b) Amount of shortage

(c) Explanation of the cause of the shortage

(d) Documentation used to identify the error

(e) Recovery attempts

(f) Name of person reporting the discrepancy

(g) Name of person approving the report and the date approved

The supervisor shall initial the report prior to submission to the Finance office for final review.

902.8 SECURE BANKING OF INMATE FUNDS

All monies collected by custody personnel shall be secured daily in an officially designated and secure place.

902.9 AUTOMATED KIOSKS

The use of automated kiosks for the deposit of monies into the inmate trust fund or to transfer inmate monies for the purchase of commissary or other authorized items will meet the financial accounting requirements of this policy and other standard financial practices.

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Counseling Services

903.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for providing counseling and crisis intervention services to inmates.

903.2 POLICY

This office will provide counseling and crisis intervention services to any inmate who either requests services or is determined by staff to be in need of counseling or crisis intervention services. These services may be provided by:

(a) Medical/mental health staff assigned to the facility.

(b) Faith-based counseling by the chaplain or religious volunteers (see the Religious Programs Policy).

(c) Corrections officers assigned to the facility who have specific training and expertise in this area.

The Jail Superintendent shall maintain records of counseling and crisis intervention services provided to inmates and to ensure that those records are retained in accordance with established records retention schedules (WAC 44-14-03005).

The Jail Superintendent shall ensure that request forms are available and provided to inmates who request counseling services. All inmate requests for counseling shall be forwarded to the appropriate program. If an inmate displays behavior indicating a need for counseling or crisis intervention services, reasonable effort to provide the inmate with the requested counseling as soon as practicable with consideration given to facility security, scheduling and available resources. The staff member shall notify the supervisor if one is on duty.

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Inmate Exercise and Recreation

904.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and procedures ensuring that the Kittitas County Sheriff's Office facility will have sufficiently scheduled exercise and recreation periods and sufficient space for these activities, as required by law.

904.1.1 DEFINITIONS

Definitions related to this policy include:

Exercise - The physical exertion of large muscle groups.

Recreation - Activities that may include table games, watching television or socializing with other individuals.

904.2 POLICY

It is the policy of this office to provide inmates with access to exercise opportunities and equipment, and to recreation activities in accordance with state laws or requirements. The Jail Superintendent or the authorized designee shall be responsible for ensuring there is sufficient secure space allocated for physical exercise and recreation, and that a schedule is developed to ensure accessibility for all inmates.

904.3 ACCESS TO EXERCISE

Inmates shall have access to exercise opportunities and equipment, including at least one hour daily of physical exercise outside the cell, and the opportunity to exercise outdoors when weather permits.

All inmates who have to be escorted by staff to and from a separate recreation area, including indoors or outdoors, shall be documented on the jail activity log.

904.4 ACCESS TO RECREATION

Each inmate shall have access to recreational (leisure-time) activities outside the cell at least once a day. The length of time will be determined by the inmate's classification status, security concerns and operational schedules that preclude recreation during a period of time (e.g., meal times, searches, lockdown or court).

Televisions, newspapers, table games and other items may also be made available to enhance recreation time. Consideration will be given to the passive or active recreational needs of older inmates and inmates with disabilities.

Depending on classification status and housing location, access to outdoor recreation may be limited due to the lack of immediate access to shelter. Inmates housed in areas where outdoor recreation is not directly supervised shall not be allowed access if the temperature falls outside of 50-90 degrees range for safety purposes. Any form of moisture covering the ground shall result in access to alloutside recreation areas being denied.

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904.4.1 USE OF THE INMATE WELFARE FUND
Monies derived from the Inmate Welfare Fund may be used to purchase and maintain recreational equipment and supplies.

904.5 SECURITY AND SUPERVISION

Staff shall be responsible for inspecting exercise and recreational equipment to ensure it appears safe for use. Broken equipment or equipment that is in an unsafe condition shall not be used. All equipment shall be accounted for before inmates are returned to their housing unit.

The staff may terminate the exercise or recreation period and escort back to the housing unit any inmate who continues to act in an aggressive or disorderly manner. Whenever an exercise or recreation period is involuntarily terminated, the staff will document the incident and rationale for terminating the exercise period.

904.6 EXERCISE SPACE

Sufficient outdoor and covered/enclosed exercise areas, as specified by federal, state and/or local laws or requirements, should be provided to ensure one hour of exercise for each general population inmate per day. Use of outdoor exercise is preferred but weather conditions may require the use of covered/enclosed space.

904.7 INABILITY TO MEET REQUIREMENTS

In the event that the inmate population exceeds the ability of the facility to meet the exercise and recreation requirements, the facility should notify the governing body about the deficiency in space for exercise, that it may violate the law and/or the requirements, and request funds to remedy the situation. The facility should document all action taken to try to remedy the situation, including funding requests, population reduction requests and all responses to those requests.

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Inmate Educational, Vocational and Rehabilitation Programs

905.1 PURPOSE AND SCOPE

This office provides educational and vocational programs that are designed to help inmates improve personal skills, assist in their social development and improve inmate employability after release. The ability of the office to offer educational programs is dictated by available funding, inmate classification and other required inmate programs and routines.

905.2 POLICY

The educational and vocational programs offered by the Office are available to all eligible inmates and are subject to schedule, space, personnel and other resource constraints.

Designated space for inmate education and vocational programs will, whenever practicable, be designed in consultation with the appropriate school authorities or educational/vocational service providers.

Adequate funding is required. If the funding source reduces or eliminates funding in these areas, educational and/or vocational programs may be reduced or eliminated.

While the housing classification of an inmate has the potential to pose security issues, every effort, to the extent reasonably practicable, will be made to provide individualized educational opportunities (WAC 392-121-107 and WAC 392-122-228).

905.3 OUTREACH

Information about educational opportunities should be included in the general inmate orientation. At a minimum, inmates should receive instruction on how to request participation in the inmate education programs, along with eligibility requirements and rules for participation.

905.4 ELIGIBILITY REQUIREMENTS

Educational/vocational programming (other than televised courses) may be offered to sentenced and pretrial inmates. The Jail Commander or designee shall ensure that there is equal opportunity for participation for male and female inmates.

905.5 INMATE REQUESTS

Inmates should be given a form to request participation in the inmate education programs. Inmate requests will be forwarded to the appropriate staff member who will screen and approve the request.

The inmate will be notified whether he/she has been approved for an education program. If approved instructions will be provided to the inmate on how to access the program services and will notify the affected facility staff about the inmate's scheduled attendance.

Inmates have the right to refuse to participate in programs other than work assignments or programs that are required by statute or court order.

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905.6 SELF-STUDY PROGRAM

Whenever reasonably feasible the basic educational program may be presented by self-study tutoring.

905.7 DISCLAIMER

Nothing in this policy is meant to confer a legal right for inmates to participate in any educational offering. Educational programming is provided at the sole discretion of the Jail Superintendent or designee.

905.8 NEW CONSTRUCTION OR RENOVATION

Whenever construction of new facilities is considered, the Jail Superintendent may include education specialists during the design phase to ensure that the needs of education providers are met with regard to security, sound levels and educational equipment.

The Jail Superintendent may seek technical assistance from consultants to school districts that provide education programs in correctional settings. There are also networks of educators who can provide valuable consulting services in order to keep pace with rapidly evolving program and legislative issues that are related to education.

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Commissary Services

906.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a commissary program that will give inmates the opportunity to purchase personal items that are not provided by the facility.

906.2 POLICY

It is the policy of this office to provide for a commissary service, so that inmates who are not on disciplinary restriction and who have funds posted to their inmate accounts may purchase approved items that are not furnished by the facility.

Any commissary inventory or sales issues related to religious diets shall be addressed in the Religious Programs Policy.

906.3 COMMISSARY ACCOUNTING

All inmates shall be afforded the opportunity to review an accounting of their money held in their account, to include deposits, debits and commissary goods purchased and received. Any discrepancy of the inmate's funds shall be immediately reported to the Jail Superintendent. Jail Superintendent will resolve the discrepancy.

906.4 AUDIT OF THE COMMISSARY

The jail Superintendent or designee shall ensure that the commissary account is reconciled monthly.

All excess funds derived from the operation of the commissary shall be deposited into the Inmate Welfare Fund or otherwise used for the benefit of the inmates. They also may be deposited and used in accordance with expenditures authorized by the board of supervisors.

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Library Services

907.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for funding of library services and for providing inmates access to leisure and legal reading materials.

907.2 POLICY

This facility operates library services that provide leisure and legal reading materials to inmates. The Jail Superintendent or the authorized designee is responsible for the administration of the library services. The library service shall include access to religious, educational and recreational reading material.

Access to the physical library shall be based upon inmate classification, housing location and other factors that legitimately relate to the safety and security of the facility. Inmates who are restricted from visiting the physical library will be provided access to physical reading material by way of mobile cart where a selection will be brought to them. A vast digital library is available to all inmates utilizing a jail issued tablets at no cost. Additional forms of media such as movies and music are available for purchase via tablet with prices set by the vendor.

907.3 LIBRARY FUNDING AND MAINTENANCE

Donated books and materials shall be screened by staff for allowable content and safety prior to being distributed within the library.

The Office may reject library materials that may compromise the safety, security and discipline in the operation of this facility (see the Inmate Mail Policy for examples of materials that may be rejected).

The library shall be operated within the physical, budgetary and security limits of the existing facility.

Books and other reading material should be provided in languages that reflect the population of the facility.

907.4 LEISURE LIBRARY MATERIALS

Each inmate is allowed to have no more than three physical books and a bible at any given time. Existing selections must be returned before new books may be selected by an inmate. Inmates who destroy or misuse books and library materials will be subject to disciplinary action and may be required to pay for the material. If staff believes the destruction was intentional, the matter may be referred for criminal prosecution.

907.5 ACCESS TO LEGAL PUBLICATIONS/LAW LIBRARY

All inmates shall have reasonable access to the legal system, which may include access to legal reference materials. Nothing in this policy shall confer a right to access a law library. Unless it is specified by court order, the Sheriff may provide access to legal resources by a variety of means that may include public or private legal research services (e.g., web-based legal resources).

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Legal information that may be provided includes, but is not limited to:

- Criminal code sections.
- Review of criminal and/or civil cases.
-

Legal information otherwise known as the "Law Library" is available digitally on every jail issued tablet and wall mounted kiosk within their housing location allowing for unfettered access to legal research.

Inmates in disciplinary segregation shall have the same access to legal materials as the general population unless a restriction is directed by the court or the disciplinary segregation is due to abuse of the electronic devices.

Pro se inmates may keep minimal supplies for their case in their cells (e.g., paper, letters, reference materials), provided it does not create a fire hazard.

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Inmate Telephone Access

909.1 PURPOSE AND SCOPE

This policy establishes guidelines for permitting inmates to access and use telephones.

909.2 POLICY

The Kittitas County Jail will provide access to telephones for use by inmates consistent with federal and state law. The Jail Superintendent or the authorized designee shall develop written procedures establishing the guidelines for access and usage. All inmates will be provided a copy of the telephone usage rules as part of their inmate orientation during the booking process.

909.3 PROCEDURE

Inmates housed in general population will be permitted reasonable access to telephones at scheduled times in the dayrooms for collect calls unless such access may cause an unsafe situation for the facility, staff or other inmates.The telephone system shall insure notice is given to inmates and persons receiving calls that non-attorney calls may be monitored and recorded.

Inmates are not permitted to receive telephone calls. Messages will only be delivered in the event of a verified emergency.

In the event of a facility emergency, or as directed by the supervisor, the Jail Superintendent or the authorized designee, all telephones will be turned off.

For security reasons, inmates who are awaiting transport to another facility or release to another agency are not permitted to use the telephones.

Telecommunications Device for the Deaf (TDD) or equally effective telecommunications devices will be made available to inmates who are deaf, hard of hearing or have speech impairments to allow these inmates to have equivalent telephone access as those inmates without these disabilities.

Reason for denial of telephone access shall be documented a copy placed in the inmate's master file..

The staff should monitor the use of telephones to insure inmates have reasonable and equitable access and that the rules of use are observed. Any inmate refusing to cooperate with the telephone rules may have his/her call terminated, telephone privileges suspended and/or incur disciplinary action.

Requirements relating to the use of telephones during booking are contained in the Inmate Booking Policy.

909.4 USE OF TELEPHONES IN HIGH-SECURITY OR ADMINISTRATIVE SEGREGATIONHOUSING

Inmates who are housed in high-security or administrative segregation may use the telephones in the dayroom during the time allocated for that classification of inmate to utilize that space.

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909.5 COURT-ORDERED TELEPHONE CALLS

If a court order specifying free telephone calls is received by the facility, or a supervisor determines there is a legitimate need for a free telephone call for a specific inmate, the supervisor may direct that an inmate use a facility telephone at no charge. Calls placed from a facility telephone should be dialed by a staff member. The staff shall be responsible for ensuring that the inmate is not calling a number that has been restricted by a court order or by request of the recipient. Such a call shall be recorded to the same extent authorized for calls that are not court-ordered.

909.6 ATTORNEY-CLIENT TELEPHONE CONSULTATION

At all times through the period of custody, whether the inmate has been charged, tried, convicted or is serving an executed sentence, reasonable and non-recorded telephone access to an attorney shall be provided to the inmate at no charge to the inmate, in accordance with the Inmate Access to Courts and Counsel Policy.

Foreign nationals shall be provided access to the diplomatic representative of their country of citizenship. Staff shall assist them upon request.

909.7 CONFERENCE CALL REGARDING CHILD PLACEMENT

Inmates who are parents shall be allowed to participate in a case conference convened pursuant to RCW 13.34.067 by either conference call or video conference.

909.8 TELEPHONE CONTRACTS AND CHARGES

The Jail Superintendent or the authorized designee is responsible for ensuring that all contracts involving telephone services for inmates comply with all applicable state and federal regulations, that rates and surcharges are commensurate with those charged to the general public for similar services, and that the broadest range of calling options is provided, in accordance with sound correctional management practices.

909.9 FOREIGN NATIONALS

A foreign national who has been detained may contact their consulate via the public phones provided for inmates. If the consulate does not accept collect calls, the foreign national shall be allowed to make a reasonable number of direct calls to establish communication with the consulate.

Consular officers who contact the jail to speak with a foreign national to provide consular services should be given reasonable telephone access to the inmate.

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Inmate Visitation

910.1 PURPOSE AND SCOPE

The purpose of this policy is to establish rules for visitation and to provide a process for inmate visits and visitors. Visitation is a privilege and is based on time slot availability within each housing location.

910.2 POLICY

It is the policy of the Kittitas County Sheriff's Office to allow inmate visitation, including video visitation when applicable, as required by law.

910.3 PROCEDURES

The Office has provided the infrastructure necessary to facilitate visitation between inmates and their visitors. Visits are arranged by the visitor within the established timelines set by the jail. Visits are scheduled on a first come first serve basis and must be arranged at least 24 hours in advance. Visits may be conducted on-site free of charge, or they can be scheduled remotely at a cost set by the vendor and approved by jail administrators.

Jail staff should ensure inmates have access to visitation equipment during scheduled visits. Live and recorded visits should be periodically reviewed by jail staff for compliance with posted rules, unlawful conduct, or other court ordered sanctions.

The Jail Superintendent or the authorized designee is responsible for defining, in writing, the conditions under which visits may be denied.

Visitation shall accommodate inmates and visitors with disabilities. Visitors with disabilities who request special accommodations shall be referred to a supervisor. Reasonable accommodations will be granted as necessary.

910.3.1 VISITOR REGISTRATION AND IDENTIFICATION

All visitors must register and produce a valid state, military, tribal, or other government identification. Identification will be considered valid for 90 days after expiration, provided the visitor has renewed the ID and has proof of the renewal.

(a) The registration form must include the visitor's name, address, and the relationship to the inmate.

(b) A valid identification shall include the following:

1. A photograph of the person
2. A physical description of the person

(c) An official visitor shall present proof of professional capacity. For example, an attorney license/Supreme Court card, law enforcement identification, or a business card/ letterhead of business with the visitor's name.

Failure or refusal to provide a valid identification is reason to deny a visit.

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910.4 AUTHORIZATION TO SEARCH VISITORS

Individuals who enter the secure perimeter of this jail are subject to search if there is reasonable cause to believe the visitor has violated the law, is wanted by a law enforcement agency, or is attempting to bring contraband onto the jail property or into the jail. All searches shall be made in accordance with current legal statutes and case law.

910.5 VISITING SCHEDULE

The Jail Superintendent shall designate a person to develop a visitation schedule. The visitation scheduled is posted inside the inmate's housing area or the inmate handbook.

910.6 DENIAL OR TERMINATION OF VISITING PRIVILEGES

Visitation may be denied or terminated by a supervisor if the visitor poses a danger to the security of the facility or there is other good cause, including, but not limited to, the following:

(a) The visitor appears to be under the influence of drugs and/or alcoholic beverages.

(b) The visitor refuses to submit to being searched if entering a secure area of the correctional center.

(c) The visitor or inmate violates facility rules or posted visiting rules.

(d) The visitor fails to supervise and maintain control of any minors accompanying him/her into the facility.

(e) Visitors attempting to enter this facility with contraband will be denied a visit and may face criminal charges.

(f) The visitor doesn't provide picture identification upon request.

(g) The visitor has a court order restricting contact with the inmate that requested the visit.

(h) The visitor is under the age of 18 and is not with a legal parent or guardian (legal guardian can be the inmate that is being visited).

(i) The inmate is currently under visitation restrictions for violating jail rules.

(j) The visit was not scheduled 24 hours in advance.

Any visitation that is denied or terminated early, on the reasonable grounds shall be documented describing the actions and reasons for doing so. Rule violations committed by the inmate shall be documented in a disciplinary report following established due process procedures regarding inmate discipline. Rule violations committed by the visitor shall be documented within an incident report which may result in the suspension of visitation privileges for that visitor. The visitor may appeal the suspension to a Sergeant in writing within 14 calendar days of the notice of suspension accompanied with a return address to forward formal response. The visitor may appeal the Sergeants ruling within 14 calendar days of response to the Lieutenant following the same process and who's ruling will be final. All formal correspondence shall be stored in the associated inmates custody file.

Visitation rule violations may result in a visitors ability to schedule and attend future inmate visits for a period of time as follows:

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1st violation- 30 days suspension

2nd violation- 60 day suspension

Further violations will be discussed by administrators and may result in an indefinite suspension of visitation privileges.

910.7 GENERAL VISITATION RULES

All visitors and inmates will be required to observe the following general rules during visitation:

(a) Children visiting inmates must be deemed age appropriate by the parent or guardian accompanying the child. Where a dispute over children visiting occurs between the inmate and the parent or legal guardian, the inmate will be advised to use the court for resolution. Adults must control minors while they are waiting to visit and during the visit.

(b) An inmate may refuse to visit with a particular individual.

(c) Those inmates who are named as the restrained person in any restraining or other valid court order shall not be allowed visits from persons who are protected by the order.

(d) Visitors must be appropriately attired during the visit.

(e) Inappropriate clothing, such as transparent clothing, or revealing clothing, hats and bandanas or any other clothes associated with a criminal gang or otherwise deemed by the staff to be unacceptable will not be permitted. If visitation is on-site footwear must be worn.

(f) Sexually suggestive behavior of any kind is not allowed.

(g) Inmates will be permitted to sign legal documents, vehicle release forms or any other items authorized by the supervisor. Transactions of this nature will not constitute a regular visit.

(h) Criminal conduct or the display of weapons, drugs, or gang related activity is prohibited.

910.8 SPECIAL VISITS

The Sergeant may authorize special visitation privileges. The Sergeant, who authorizes the special visit, will take into consideration the following factors:

- The purpose of the visit
- The relationship of the visitor to the inmate
- The circumstances of the visit
- Distance traveled by the visitor

Whenever a special visit is denied, an entry into the activity log will be made. The entry will include the requesting visitor's name and the reason why the visit was denied.

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910.9 ATTORNEY VISITS

Inmates shall have access to any attorney retained by or on behalf of the inmate, or to an attorney the inmate desires to consult, in a private interview room. Staff shall not interfere with, suspend or cancel official visits except in circumstances where the safety, security or good order of the facility is compromised (see the Inmate Access to Courts and Counsel Policy).

910.10 JUVENILE INMATE VISITATION

Juveniles who are incarcerated or detained in the facility will be allowed initial visits at any time by the parents, guardians and/or attorneys. Subsequent visits shall be as unrestricted as reasonably practicable.

910.11 PROFESSIONAL VISITS

Inmates should have access to professional visits from clergy, counselors, educators and evaluators who are mandated by law to have access to their clients. Staff shall not interfere with, suspend or cancel official visits except to maintain order.

910.12 ESCORTED FURLOUGH VISITS

The Kittitas County Sheriff's Office and Jail does not provide escorted furlough visits without the approval from the appropriate courts or any other jurisdiction that might have valid holds on the inmate. If at all possible the inmate will request a furlough from the facility for specific dates to all courts and jurisdictions with an active hold. If the court determines that they can only have an escorted furlough visit the Kittitas County Jail, or the assigned designee, will follow the appropriate policies regarding out of facility transports.

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Therapeutic Community Treatment Program

911.1 PURPOSE AND SCOPE

The Kittitas County Jail may work in collaboration with community services to provide rehabilitation treatment programs for inmates.

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Work Release/School Release Program

912.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines and requirements for the Work Release/ School Release Program. The Work Release/School Release Program allows inmates to maintain employment, continue education, support families and facilitate a successful return to the community.

912.2 POLICY

It is the policy of this office to operate a voluntary Work Release Program to provide inmates with opportunities to secure or maintain employment, support families, assist in the payment of fines and penalties to the court and promote a successful return to the community (RCW 70.48.210). The office also provides a voluntary School Release Program to allow the inmate to further their education.

Release programs shall be conducted in accordance with state and local guidelines. In cases of pretrial release, the courts may have jurisdiction over release decisions.

912.3 WORK/SCHOOL RELEASE PROGRAM

Any inmate who has met the eligibility requirements and received approval may be granted permission to leave the facility to work at his/her place of employment, attend necessary treatment or appointments, and further their education in accordance with state and local guidelines, court orders and the provisions of this policy.

The Jail Superintendent or their authorized designee has sole authority to approve participation in the program for each inmate and is responsible for the overall conduct and administration of the Work/School Release Program.

The Work/School Release Program participants are limited to geographic restrictions of the facility and must remain within state boundary lines unless otherwise ordered by the sentencing court.

912.3.1 ELIGIBILITY

In order to be eligible for the Work/School Release Program, an inmate must meet the following requirements:

- Sentenced by the courts and allowed to apply for the work release/school release program.
- No documented disciplinary incidents
- No outstanding warrants

Inmates who do not adhere to the rules of the program will be subject to removal from the program and to disciplinary and criminal action in accordance with the rules of the facility and applicable laws.

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912.3.2 STAFF RESPONSIBILITY

The Work/School Release Program staff is responsible for contacting the employer prior to authorizing the work assignment. The staff should inform the employer and the inmate of the rules and expectations for program participants.

The program staff shall provide each employer with the facility's contact information, including the contact person and telephone number, and instruct the employer to notify the contact person immediately if an inmate does not report to work, leaves prior to the scheduled departure time, or if any concerns arise during the work shift. The facility should provide a contact person who is available 24 hours a day, seven days a week, as some inmates will work evening or overnight shifts.

The program staff shall review any schedules for school release applicants and confirm with the appropriate location the enrollment and status of the inmate requesting school release.

912.3.3 HOUSING

Inmates participating in the Work/School Release Program should be housed in an area other than general population housing to reduce the possibility of contraband entering the facility. Inmates in the program may either return to separate housing within the facility's secure perimeter. Factors to consider when determining appropriate housing for program participants include the following:

- Rated bed capacity of the facility
- Current occupancy
- Housing options
- Number of inmates approved to participate in the program

912.3.4 DAILY WORK ITINERARIES

Inmates must have an approved daily/school work itinerary prior to leaving the facility. The itinerary should include the following:

- Scheduled start and stop times for work or classes
- Anticipated amount of travel time between the facility and the employer/school each way
- Mode of transportation each way (e.g., bus, car, walk)
- Location of the workplace/class
- Contact name, address, and telephone number of the employer/educator
- Contact name, telephone number, and driver's information of the transport person if the inmate does not have a valid license

Any change to the itinerary (e.g., overtime, location of the workplace/class, transportation, treatment, medical appointments) must be approved in advance by the Jail Superintendent or the authorized designee.

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912.3.5 FINANCIAL MANAGEMENT
All inmates who participate in the Work/School Release Program shall ensure that the appropriate funds are deposited into their inmate account. Funds from the inmate account will be subtracted for room and board, program drug testing, booking fees and other appropriate expenses.

912.3.6 EMPLOYER VERIFICATION
The Work/School Release Program staff may make scheduled telephone calls and random site visits to the inmate's employer to ensure compliance with the rules of the program.

912.3.7 SCHOOL VERIFICATION
The Work/School Release Program staff may make scheduled telephone calls and random site visits to the inmate's school to ensure compliance with the rules of the program.

912.3.8 PROGRAM CONFLICTS
The Work Release Program staff shall make every attempt to ensure the inmate’s work schedule does not conflict with his/her required participation in treatment programs at the facility.

912.3.9 DRUG TESTING
Random and scheduled drug testing can be conducted on all inmates participating in the Work Release Program. Any positive results may cause the inmate's disqualification from the program, as well as disciplinary sanctions or criminal charges, if warranted.

912.4 RECORDS
The following records shall be maintained by the Jail Superintendent or the authorized designee on all inmates participating in the Work Release Program and retained in accordance with the office established records retention schedule (WAC 44-14-03005):

(a) All payments and accounting associated with the Work Release Program

(b) All contacts between the staff and employers prior to releasing inmates to work and confirming all employment information

(c) All daily logs of time worked and payments received

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Inmate Work Program

913.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the guidelines and requirements for the Inmate Work Program. The Inmate Work Program allows inmates to improve and/or develop useful job skills, work habits and experiences that will facilitate a successful return to the community.

913.2 POLICY

The Kittitas County Sheriff's Office shall operate an Inmate Work Program within the secure perimeter of the facility, in accordance with all applicable federal, state or local work safety laws, rules and regulations, and to the extent that the operation of inmate work programs do not pose a risk to the safety of the staff, other inmates or the public. This policy establishes the requirements, selection process, supervision and training of inmates prior to and after entering the facility's Inmate Work Program.

913.3 LEGAL REQUIREMENTS

913.3.1 SENTENCED INMATE WORK REQUIREMENTS

All sentenced inmates who are physically and mentally able may work if they apply to and are approved for the inmate worker program. Inmates shall not be required to perform work which exceeds their physical limitations. Inmates may be excused from work in order to maintain their participation in an educational, vocational or drug abuse treatment program. The Office will abide by all laws, ordinances and regulations when using inmates to work in the facility.

913.3.2 PRETRIAL AND UNSENTENCED INMATE WORK REQUIREMENTS

Pretrial and unsentenced inmates shall not be required to participate in work beyond maintaining the immediate living area.

913.4 INMATE WORKER SELECTION

The Inmate Work Program coordinator shall be responsible for the selection and assignment of inmates to the various work assignments. The Coordinator should solicit input from other custody staff and classification clerk in assisting with inmate selection and assignment. Staff shall take into consideration the following eligibility criteria:

(a) Inmates who have posed a threat in the past or have been charged with escape should be carefully screened for inmate work projects.

(b) The inmate's charges and classification are such that the inmate will not pose a security risk to other inmates, staff or the public.

(c) The inmate's capacity to perform physical tasks will match the job requirements.

(d) The inmate is able to learn the necessary work routines.

(e) The special interests, abilities, craft or trade of the inmate will benefit the work assignment.

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Inmates must be able to pass a health-screening test in accordance with the policies contained in this manual, and must meet all statutory and regulatory requirements.

913.5 WORK ON PUBLIC PROJECTS

Inmate Workers may be assigned to other county departments for work projects with the approval of the Sheriff and in accordance with all applicable laws and regulations.

913.6 PROHIBITION OF NON-PUBLIC WORK PROJECTS

Work projects on behalf of any private individual or to an individual's private property are strictly prohibited and may constitute a violation of the law.

913.7 SUPERVISION OF INMATE WORKERS

Facility staff or authortized county employees in charge of work programs or who provide supervision of inmates assigned to work crews should adhere to the following:

(a) Inmate workers should be provided with safety equipment, clothing and footwear commensurate with the work performed. Safety equipment may include, but is not limited to, eye protection, gloves, hardhat or headwear and sunscreen for protection from sun exposure.

(b) Work periods shall not exceed 10 hours per day.

(c) Inmate workers should be provided with work breaks to allow them to take care of personal needs.

(d) Inmate workers shall have access to nutritious meals and a reasonable amount of time to consume those meals during their work period.

(e) Inmates who work shifts during the early morning or late-night hours should be provided with a quiet space to allow for sleep during daytime hours.

(f) The inmate workday approximates the workday in the community.

Inmate workers shall be under the direct supervision of the facility staff or authorized county employees at all times when they are on assignment through the Inmate Work Program.

Persons who are responsible for the supervision of inmates on work crews should receive training in basic areas of safety, security and reporting procedures.

Disciplinary action for inmate worker misconduct shall adhere to the Inmate Discipline Policy.

913.8 INMATE WORKER TRAINING

Inmates who are assigned to work in any area that may require the handling of any chemicals or the use of any equipment shall receive training from the respective Office supervisor prior to using the chemicals or equipment. Work-crew supervisors shall also train inmate workers on safety practices. Inmates should never be assigned to handle dangerous chemicals or equipment that normally require a level of expertise and competency beyond their demonstrated ability.

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913.9 INMATE WORKER INCENTIVES

The Jail Superintendent is responsible for establishing a recognition program for inmates assigned to the Inmate Work Program. Recognition of inmates can be observed in the following way.

(a) Granting special housing, extra privileges, recreation and special rewards, as allowed by law, regulation and policy.

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Religious Programs

914.1 PURPOSE AND SCOPE

This policy provides guidance regarding the right of inmates to exercise their religion and for evaluating accommodation requests for faith-based religious practices of inmates.

914.1.1 DEFINITIONS

Definitions related to this policy include:

Compelling government interest - A method for determining the constitutionality of a policy that restricts the practice of a fundamental right. In order for such a policy to be valid, there must be a compelling government interest, which is necessary or crucial to the mission of the Office, as opposed to something merely preferred, that can be furthered only by the policy under review.

Least restrictive means - A standard imposed by the courts when considering the validity of policies that touch upon constitutional interests. If the Office adopts a policy that restricts a fundamental religious liberty, it must employ the least restrictive measures possible to achieve its goal.

Religious exercise - Any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief. The key is not what a faith requires but whether the practice is included in the inmate's sincerely held religious beliefs.

Substantial burden - For the purposes of this policy, substantial burden means either of the following:

- A restriction or requirement imposed by the Office that places an inmate in a position of having to choose between following the precepts of his/her religion and forfeiting benefits otherwise generally available to other inmates, or having to abandon one of the precepts of his/her religion in order to receive a benefit.
- The Office puts considerable pressure on an inmate to substantially modify his/her behavior in violation of his/her beliefs.

914.2 POLICY

This office permits inmates to engage in the lawful practices and observances of their sincerely held religious beliefs consistent with the legitimate penological objectives of the facility. Facility staff will not allow their personal religious beliefs to influence them in the daily management of the inmate population, particularly as it relates to religious practices. This office shall not show favoritism or preference to any religion and will not discriminate or retaliate against any inmate for participating or not participating in any religion or religious practice. Inmates are not required to participate in religious programs or activities.

914.3 CHAPLAIN

The Sheriff shall appoint an individual to serve as the chaplain to coordinate religious activities in the facility.

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The chaplain shall be responsible for assisting the Jail Superintendent or designee with planning, directing and supervising all aspects of the religious program. The chaplain may be responsible for duties including, but not be limited to:

(a) Coordination of religious services.

(b) Maintaining a list of accepted religious practices that have been approved by the Jail Superintendent and ensure the current list is available to the staff.

(c) Reviewing requests for religious accommodations.

(d) Approval and coordination of training lay clergy and religious volunteers.

(e) Providing or arranging for grief counseling for inmates.

(f) Distribution of a variety of religious texts.

(g) Developing and maintaining liaison with a variety of religious faiths in the community.

(h) Making reasonable efforts to enlist religious leaders from outside the community as necessary.

(i) Seeking donations for religious programs from the community, when appropriate.

(j) Working with inmate families when requested.

(k) Providing guidance to the Sheriff and Jail Superintendent on issues related to religious observance.

914.4 RELIGIOUS BELIEFS AND ACCOMMODATION REQUESTS

Inmates are not required to identify or express a religious belief. An inmate may designate any belief, or no belief, during the intake process and may change a designation at any time by declaring their religious belief in writing on a request kite. The request kite will be saved and stored in the inmate's master file. Inmates seeking to engage in religious practices shall submit a request kite to the supervisor who will consult the chaplain for guidance. Requests to engage in practices that are on the facility's list of accepted practices should be granted. Requests to engage in religious practices that are not on the approved list shall be processed as provided in this policy.

All requests for accommodation of religious practices shall be treated equally, regardless of the religion that is involved. Equal and consistent treatment of all religions and religious beliefs shall not always require that all inmates of the same religion receive the same accommodations. Requests for accommodation of religious practices shall be submitted to a supervisor. In determining whether to grant or deny a request for accommodation of a religious practice, the supervisor will work with the chaplain to determine the sincerity of the religious claim of an inmate. Requests should be denied only if the denial or reason for denial would further a compelling interest of the facility and is the least restrictive means of furthering that compelling interest.

A supervisor who does not grant the accommodation, either in part or in full, should promptly forward the request to the Jail Superintendent, who, after consultation with legal counsel as

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appropriate, should make a determination regarding the request within 10 buisness days following the inmate's request.

A Jail Superintendent who does not grant an accommodation, either in part or in full, should forward the request to the Sheriff with the basis for the denial within 14 buisness days of the inmate's original request being made. The Sheriff or the authorized designee will review the denial and respond to the requesting inmate as soon as reasonably practicable.

The Jail Superintendent and the Sheriff shall be informed of all approved accommodations. The chaplain should make any necessary notifications to staff as necessary to meet an approved accommodation.

All inmate requests for religious accommodations and related determinations shall be fully documented in the inmate's master file.

914.4.1 SUSPENSION OR REVOCATION OF ACCOMMODATIONS
In an emergency or extended disruption of normal facility operations, the Jail Superintendentor designee may suspend any religious accommodation. The Jail Superintendentor designee may also revoke or modify an approved religious accommodation if the accommodated inmate violates the terms or conditions under which the accommodation was granted.

914.4.2 APPEALS OF SUSPENSION OR REVOCATION OFACCOMMODATIONS
Inmates may appeal the denial, suspension or revocation of an accommodation through the inmate appeal process.

914.5 DIETS AND MEAL SERVICE

The Jail Superintendent should provide inmates requesting a religious diet, including fasting and/or hour of dining, a reasonable and equitable opportunity to observe their religious dietary practice. This should be done within budgetary constraints and be consistent with the security and orderly management of the facility. The supervisor shall provide a list of inmates authorized to receive religious diets to the food services manager. The food services manager shall establish a process for managing religious meal accommodations.

914.6 HAIRSTYLES AND GROOMING

Unless it is necessary for the health and sanitation of the facility, inmates who wear head and facial hair in the observance of their religion will generally not be required to shave or cut their hair. To the extent reasonably practicable, alternative housing may be considered to accommodate the need for religious hair and grooming, while meeting the health and sanitation needs of the facility.

Any inmate whose appearance is substantially altered due to changes in facial hair or hair length may be required to submit to additional identification photographs.

914.7 RELIGIOUS TEXTS

Religious texts should be provided to the requesting inmate, if available and if the texts do not pose a threat to the safety, security and orderly management of the facility.

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914.8 UNAUTHORIZED PRACTICES OR MATERIAL

The following list, which is not intended to be exhaustive, includes materials or practices that shall not be authorized:

(a) Animal sacrifice

(b) Language or behaviors that could reasonably be construed as presenting a threat to facility safety or security

(c) Self-mutilation

(d) Use, display or possession of weapons

(e) Self-defense or military training

(f) Disparagement of other religions

(g) Nudity or sexual acts

(h) Profanity

(i) Use of illegal substances or controlled substances without a prescription

914.9 GROUP RELIGIOUS SERVICES

Group religious services may be allowed after due consideration of the inmate's classification or other concerns that may adversely affect the order, safety and security of the facility.

Alternatives to attendance of group religious services may include, but are not limited to:

- The provision of religious books and reading materials.
- Access to religious counselors.
- Recorded religious media (e.g., DVDs, CDs, video tapes).

914.10 RELIGIOUS SYMBOLS AND IMPLEMENTS

Religious symbols and implements used in the exercise of religion should generally be allowed unless the symbol or implement poses a threat to the safety and security of the facility. Alternatives to the provision of religious symbols and implements may be considered when security, safety or efficient operations may be jeopardized (e.g., substitution of a towel in lieu of a prayer rug).

914.11 RELIGIOUS GARMENTS AND CLOTHING

Inmates who practice a religion that requires particular modes of dress, garments, headgear, etc., other than standard-issue clothing, should generally be accommodated subject to the need to identify inmates and maintain security.

Head coverings shall be searched before being worn in the housing areas of the facility and shall be subject to random searches for contraband.

Inmates wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex, if they so desire. Religious garments

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that substantially cover the inmate's head and face shall be temporarily removed during the taking of booking and identification photographs.

To the extent reasonably practicable, alternative housing may be considered to accommodate an inmate's need for religious attire, while meeting the security needs of the facility.

914.12 FAITH- AND MORALS-BASED COUNSELING

The Jail Superintendent shall be responsible for establishing a plan for inmates to receive faith- and morals-based counseling from the chaplain or religious volunteers. Inmates should be reasonably accommodated, including reasonable access to clergy members and spiritual advisers, volunteer religious organizations, faith- and morals-based programs and other secular volunteer programs.

No inmate shall be required to participate in any such program.

914.13 SPACE AND EQUIPMENT FOR RELIGIOUS OBSERVANCES

The Jail Superintendent shall ensure that there is adequate work space, equipment and furnishings for the chaplain to serve the inmate population, including providing access to areas of the facility. Space for group worship will be dictated by the availability of secure areas and the classification status of the inmates to be served. All recognized religious groups should have equal access to the space, equipment and services which the facility normally provides for religious purposes.

914.14 COMMUNITY RESOURCES

The chaplain may minister his/her particular faith and any other similar faiths to inmates but should also establish contacts with clergy of other faiths, who can provide services to inmates of other religious denominations.

Whenever the chaplain is unable to represent or provide faith-based services to an inmate, a religious leader or other volunteer from the community should be sought to help provide services. Individuals providing faith-based services must possess the appropriate credentials from the recognized leadership of the particular faith. All faith-based services provided through community resources should be supervised by the chaplain. All efforts to contact faith-based representatives should be documented and retained in accordance with established records retention schedules.

Volunteers are another valuable resource that could be utilized extensively in the delivery of the religious program (see the Volunteer Program Policy). A volunteer could ensure that religious personnel who provide programming in the facility possess the required credentials and have the security clearance to enter the facility.

The chaplain, in cooperation with the Jail Superintendent or the authorized designee, shall develop and maintain communication with faith communities. The chaplain shall review offers to donate equipment or materials for use in the religious program and shall approve these offers when appropriate. All communication efforts should be documented and retained in accordance with established records retention schedules.

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914.15 TRAINING

The Office shall provide training to facility staff on the requirements of this policy.

The Office shall also provide training in safety and security to the chaplain. The chaplain shall approve and train lay and clergy volunteers from the faiths represented in the inmate population. This includes the preparation of a training curriculum, as well as the development and maintenance of training records.

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Inmate Mail

915.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for receiving, sending, inspecting, censoring, and rejecting inmate mail.

915.2 POLICY

This office will provide inmates ample opportunity to send and receive mail, subject to restriction when there is a legitimate government interest in security, order, and rehabilitation. Reference Unauthorized Mail policy attachment 915-1

915.3 MAIL GENERALLY

Inmates may, at their own expense, send and receive mail without restrictions on quantity, provided it does not jeopardize the safety of members, visitors, or other inmates, or pose an unreasonable disruption to orderly jail operations.

The Jail Superintendent or the authorized designee may allow inmates to correspond with other inmates in this jail, as well as in other jails or correctional institutions, as long as the mail is sent and received through the U.S. Postal Service.

Inmates are authorized to store mail and writing materials in their cells in an amount determined by the Jail Superintendent. Excess writing materials and mail, including confidential mail, will be seized, inventoried, and retained pending disposition according to the jail procedures regarding excess property (see the Searches Policy).

915.4 SUSPENSION/RESTRICTION OF MAIL PRIVILEGES

Mail privileges may be suspended or restricted upon approval of the Jail Superintendent whenever members become aware of:

(a) Mail sent by an inmate that involves threats of violence against any member of the government, judiciary, legal representatives, victims, or witnesses.

(b) Incoming or outgoing mail representing a threat to jail security, members, or the public.

The County Prosecutor or County Attorney should be consulted when criminal charges are considered against an inmate or there is an apparent liability risk to the Office that relates to suspension or restriction of mail privileges.

915.5 PROCESSING AND INSPECTION OF MAIL

Members should process incoming and outgoing mail as expeditiously as reasonably possible. Incoming and outgoing mail should be processed within 24 hours and packages within 48 hours. Mail processing may be suspended on weekends, holidays, or during an emergency situation.

Any contraband found in mail or mail that is considered contraband shall be processed in accordance with jail evidence procedures.

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, Government checks,contained in incoming inmate mail shall be removed and credited to the inmate's account (see the Inmate Accounts Policy). Personal checks, cash, and money orders shall be processed as rejected mail according to this policy.

Mail logs and records, justification of censoring or rejection of mail, and copies of hold or return notices shall be maintained in the inmate's file in accordance with established records retention schedules.

915.5.1 NONCONFIDENTIAL MAIL

Assigned members should open and inspect all incoming and outgoing general mail of current inmates. Mail for inmates no longer in custody should not be opened and should be forwarded (see the Forwarding of Mail section of this policy).

Only members designated by the Jail Superintendent are authorized to read incoming and outgoing nonconfidential mail of current inmates. These members should receive training on legitimate government interests for reading and censoring mail and other legal requirements related to inmate mail.

Incoming mail should be read as deemed necessary to maintain jail security and order or to monitor a particular problem.

915.5.2 CONFIDENTIAL MAIL

Inmates may correspond confidentially with courts, legal counsel, officials of this office, elected officials, jail inspectors, government officials, or officers of the court.

The jail will also accept and deliver a fax or interoffice mail from these entities.

Outgoing and incoming confidential mail shall be processed by members who have received training in inspecting confidential documents and who are accountable for maintaining confidentiality. Such members may inspect incoming and outgoing confidential mail for contraband, limiting the inspection to a search for physical items that may be included in addition to the mail and shall not read, scan, or copy the mail. Any inspection shall be completed in the presence of the inmate.

915.5.3 BOOKS AND PERIODICALS

Unless otherwise in conflict with this policy and prohibited by the Jail Superintendent, inmates may purchase, receive, and read any book, newspaper, magazine, or other periodical accepted for distribution by the U.S. Postal Service.

Periodicals shall be accepted only if they are mailed directly from the publisher to a named inmate. A local daily newspaper in general circulation shall be made available to inmates.

915.6 CENSORSHIP OR REJECTION OF INCOMING AND OUTGOING NONCONFIDENTIAL MAIL

In determining whether to censor or reject a specific piece of incoming nonconfidential mail, consideration shall be given to whether censoring or rejecting the material is rationally related to

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a legitimate government interest, whether alternate means of communicating with an inmate are available, and the impact of allowing the material into the jail upon members and inmates.

Outgoing nonconfidential mail shall only be censored to further a substantial government interest, and only when it is necessary to address the particular government interest. Government interests that justify censorship or rejection of outgoing mail include:

(a) Maintaining jail security.

(b) Preventing dangerous conduct, such as an escape plan.

(c) Preventing ongoing criminal activity, such as threats of blackmail or extortion.

(d) Preventing harassment of those who have requested that no mail be sent to them by the inmate.

Mail identified for censorship or rejection shall be delivered to the Jail Superintendent, who shall decide the disposition of such mail.

Censored mail should be redacted and a copy of the unredacted mail should be kept (see the Documenting Rejected or Censored Mail, Books, and Periodicals section of this policy).

Rejected mail shall be handled according to the jail's established procedures regarding inmate personal property or returned to the sender.

Notice shall be given to the inmate sender or to the inmate recipient and sent to the sender of censored or rejected mail, unless such notification jeopardizes any investigation or jail security.

915.6.1 REJECTION OF BOOKS AND PERIODICALS

The Office may reject books, magazines, newspapers, and other periodicals that may inhibit the maintenance of reasonable safety, security, and discipline in the jail. For example, publications may be rejected if they:

- Advocate violence, unlawful activity, or a security breach.
- Incite unrest or disorder.
- Contain sexually explicit material, including pornographic magazines, nude pictures, or pictures or descriptions of sexually explicit activities.
- Incite violent crimes or crimes against children.
- Contain information about unlawful gambling or an unlawful lottery, or the manufacture or use of weapons, narcotics, or explosives.
- Create a hostile or offensive work environment.

Reasonable alternatives should be considered and an exaggerated response should be avoided; for example, discontinuing delivery of a magazine because of one article.

The Jail Superintendent shall make the final decision as to the specific books and periodicals that will be prohibited within this jail.

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Religious publications not supplied by jail-authorized entities may be accepted by the chaplain or other religious programming volunteer who has received training on contraband rules and who has been approved by the Jail Superintendent to review such publications for distribution.

Notice shall be given to the inmate recipient and sent to the sender of rejected publications, even when the sender is the editor or publisher, unless such notification jeopardizes any investigation or jail security. A single notification is sufficient if the publication is received by multiple inmates.

915.6.2 DOCUMENTING REJECTED OR CENSORED MAIL, BOOKS, AND PERIODICALS
In each case where it is necessary to reject or censor mail, a written record must be made of such action, to include:

(a) The inmate's name and number.

(b) A description or an unredacted copy of the mail, as applicable.

(c) A description of the action taken and the reason for such action.

(d) The disposition of the item involved.

(e) The member's signature.

(f) Notification to the inmate and the sender, including the date and method by which they were notified (e.g., in person, by letter).

915.7 FORWARDING OF MAIL

Any non-legal mail received for a former inmate should be returned to the sender with a notation that the inmate is not in custody. Obvious legal mail should be forwarded to the former inmate's new address if it is reasonably known. Otherwise, legal mail should be returned to the sender.

915.8 WRITING MATERIALS FOR INDIGENT INMATES

Indigent inmates shall receive writing materials on a weekly basis, pursuant to a schedule established by the Jail Superintendent. Writing materials should include the following:

(a) Four postage free envelopes per week for correspondence with family and friends

(b) Writing paper will be supplied daily.

(c) Pencils will be supplied daily.

Indigent inmates shall receive an amount of postage free envelopes and writing paper sufficient to correspond with courts, legal counsel, officials of this office, elected officials, jail inspectors, government officials, or officers of the court (see the Inmate Access to Courts and Counsel Policy). Requests for additional writing materials shall be screened and granted based on need, as determined by the Jail Superintendent or the authorized designee.

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Chapter 10 - Facility Design

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Space and Environmental Requirements

1000.1 PURPOSE AND SCOPE

This policy describes the desired space and environmental requirements for the physical plant.

1000.2 POLICY

It is the policy of this office to comply with federal and state laws, codes and correctional standards in matters relating to the jail space and environmental requirements. Any designs for renovations, modifications, additions or new construction within the facility should be in compliance with federal and state laws, codes and jail standards.

Planned designs for renovations, modifications, additions or new construction within the facility should facilitate continuous personal contact and interaction between the correctional staff and inmates. This contact should be by direct physical observation of all cells, dayrooms and recreation areas. Electronic surveillance may be used to augment the observation of inmates but shall not be used as a substitute for personal contact and interaction.

All parts of the facility that are accessible to the public should be accessible to and usable by disabled persons.

1000.3 SPACE REQUIREMENTS

Except for emergency accommodations of a limited duration, all areas in the physical plant shall conform to building and design requirements contained in federal and state law, codes and minimum jail standards as required for their intended design and use. Areas that are repurposed for other than their original intended use shall likewise comply with all building design requirements for the new purpose.

1000.4 ALTERNATE APPROVED CAPACITY

If needed, the Jail Superintendent may base the approved capacity on an alternate method of calculation as provided in the jail standards. This alternate method allows capacity to be based on overall living space available to inmates, adjusted for the time inmates actually have access to any specific areas. If this method is selected, the Jail Superintendent, together with county officials, should develop a plan to bring the facility into agreement with the space-related standards within a five-year period.

1000.5 DETENTION HARDWARE

All locks, detention hardware, fixtures, furnishings and equipment shall have the proper security value for the areas in which they are used. The use of padlocks in place of security locks on cell or inmate housing unit doors is generally prohibited, as unauthorized locking mechanisms may pose a significant threat to the safety and security of the facility in the event of an emergency.

1000.6 ENVIRONMENTAL REQUIREMENTS

All occupied areas of the physical plant shall conform to the building and design requirements contained in federal and state law, codes and jail standards with respect to light, air and noise level.

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1000.6.1 LIGHTING LEVELS
Lighting throughout the facility shall be sufficient for staff and inmates to perform necessary tasks. Night lighting levels should permit adequate illumination for supervision but should not unnecessarily interfere with the ability of inmates to sleep.

1000.6.2 NATURAL LIGHT
All inmate living areas should provide visual access to natural light, unless prohibited by security concerns.

1000.6.3 NOISE LEVEL
Noise levels at night should be sufficiently low to allow inmates to sleep. Nothing in this policy is intended to limit or impair in any way staff's ability to monitor the jail in a manner that is consistent with safety and security and good correctional practices.

1000.6.4 VENTILATION
The ventilation system shall be sized and calibrated to supply fresh or circulated air in accordance with federal and state laws, codes and jail standards. Toilet rooms and cells with toilets shall be calibrated to have no less than four exchanges of air per hour, unless local codes require a different number of air exchanges.

Other than an emergency situation, inmates or jail staff shall not adjust or restrict the ventilation systems without the express permission of the supervisor. Any adjustments made to the ventilation system shall only be allowed for the duration of the emergency or until qualified maintenance personnel can adjust or repair the ventilation system.

1000.6.5 TEMPERATURE LEVELS
Temperature and humidity levels shall be mechanically maintained at a level established by facility maintenance personnel and deemed comfortable and cost efficient.

Staff shall immediately contact facility maintenance in the event that temperatures or humidity levels become uncomfortable.

1000.6.6 CELL FURNISHINGS
Each inmate housed in this facility shall be provided with the following items:

- A sleeping surface and mattress at least 12 inches off the floor
- A writing surface and seat
- An area for the storage of clothing and personal belongings

1000.7 DAYROOMS
Dayrooms may be equipped with at least one shower and tables. Where inmates do not have continuous access to their cells, dayrooms shall also equipped with one toilet, an immediate source of fresh potable water and lavatory with hot and cold water.

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1000.8 JANITOR CLOSETS

Each janitor closet should contain a sink and the necessary cleaning implements. Access to the janitor closets shall be controlled and supervised by the staff. Only inmates with a minimum security classification status shall be allowed access to the janitor closets.

1000.9 EMERGENCY POWER

The facility shall be equipped with a sufficient emergency power source to operate communications, security and alarm systems in control centers, and emergency lighting in corridors, stairwells, all inmate housing areas, security control points and audio-visual monitoring systems.

1000.10 NEW CONSTRUCTION AND RENOVATION

In the case of partial renovation of an existing facility, it is intended that these standards should apply only to the part of the facility being renovated. The remainder of the facility would be subject to the existing standards.

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Smoking and Tobacco Use

1001.1 PURPOSE AND SCOPE

This policy establishes limitations on the use of tobacco products by employees and others while on-duty or while in Kittitas County Sheriff's Office facilities or vehicles.

1001.2 POLICY

Smoking is not permitted inside County facilities. It shall also be the responsiblility of all employees to ensure that no person smokes inside the County facilities.

1001.3 EMPLOYEE USE

Tobacco use by employees is prohibited any time employees are in public view representing the Office.

Smoking is not permitted inside any county facility, office or vehicle.

It shall be the responsibility of each employee to ensure that no person under his/her supervision smokes inside county facilities and vehicles.

1001.4 ADDITIONAL PROHIBITIONS

No person shall smoke tobacco products within 25 feet of a main entrance, exit or operable window of any public building, including any office facility (RCW 70.160.075).

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Control Center

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a 24-hour secure control center for monitoring and coordinating the facility's security, life safety and communications systems, including aspects of staffing, training and communications and monitoring capabilities.

1002.2 POLICY

It is the policy of this office to provide sufficient space for a 24-hour secure control center, which shall be staffed continuously for the purpose of monitoring and coordinating the facility's security, life safety and communications systems.

1002.3 COMMUNICATIONS AND MONITORING CAPABILITIES

Control Room shall have multiple means of direct communication capabilities with all staff control stations in inmate housing areas, including telephone, intercom and radio.

The Control Room staff shall be responsible for monitoring fire, smoke and life safety alarms and shall have the means to summon assistance in the event of an emergency.

Control Room shall be located in close proximity to the inmate living areas to enable staff to monitor and respond quickly to any emergency.

1002.3.1 RADIO CALL SIGN

The Kittitas County Jail radio systems will not be operated unless they are properly licensed as provided be the Federal Communications Commission and the station license is available as specified by the rules governing the particular service and or class of station.

To satisfy the FCC station identification requirements and to standardize operation the KCJ shall create an automated transmission system. The system will:

(a) Transmit the call slowly and clearly.

(b) Transmit the call sign WQOQ533 once every thirty minutes.

In the event that the automated system does not transmit or is otherwise not working the control room operator will be responsible to transmit the call sign WQOQ533 once every thirty minutes.

1002.4 TRAINING

The Lieutenant or their designee shall ensure that all staff members are properly trained to perform all duties and responsibilities. This is particularly true in fire, life safety and the emergency response procedures that have been implemented by the Jail Superintendent. All training should be documented in each employee's training file and retained in accordance with established records retention schedules (WAC 44-14-03005).

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Crowding

1003.1 PURPOSE AND SCOPE

One of the determining factors in maintaining a safe and secure jail is to limit the inmate population to the number of beds constructed in each inmate classification level.

Occasionally, emergencies occur that will require the jail to exceed its approved bed capacity. This policy establishes the approved bed capacity of the facility, addresses temporary population excess and provides a plan for gathering statistics and projecting long-term space needs via a jail needs assessment.

1003.2 POLICY

It is the policy of the Kittitas County Sheriff's Office to manage the inmate population to the extent reasonably possible to avoid exceeding the facility's approved bed capacity. The Sheriff is responsible for ensuring that the number of inmates does not exceed the approved bed capacity.

The facility has a sufficient number of housing units in an appropriate configuration so that inmates can be separated according to the facility's classification plan.

In the event of an emergency that causes the facility to be populated beyond the approved bed capacity, every reasonable effort should be made to reduce the inmate population to the approved bed capacity as soon as reasonably practicable. The Office will take affirmative action to address excess population, including the petition of the Governor for assistance, in accordance with RCW 9.94A.875. In the event that the inmate population remains over capacity or continues to increase, a law and justice council should be formed to examine any and all methods to ensure that the facility population is reduced and remains within the approved bed capacity.

1003.3 LAW AND JUSTICE COUNCIL

The county legislative authority is responsible for forming a law and justice council. When the number of inmates exceeds the approved bed capacity of the facility, the Sheriff should schedule a meeting with the council for the purpose of identifying potential solutions to reduce the population to, or below, the approved bed capacity (RCW 72.09.300).

A complete report describing facility population, conditions and mitigation recommendations should be provided to all members of the council, as well as being released to the public.

The council membership should include, but not limited to, the following:

(a) The Kittitas County Sheriff

(b) The Kittitas County Prosecuting Attorney

(c) the Kittitas County Clerk

(d) A representative of the County's Superior or District Court Judge

(e) The Kittitas County Jail Administrator

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(f) The Kittitas County Risk Manager

(g) A representative of the Kittitas County Probation services

(h) A Chief of Police or equivalent executive from each of the following four (4) general authority law enfocement agencies:

1. Ellensburg Police Department

2. Cle Elum/Roslyn/South Cle Elum Police Department

3. Kittitas Police Department

4. Central Washington University Public safety

i. A city council person from each of the five (5) incorporated cities in Kittitas County

j. A city attorney from one of the incorporated cities in Kittitas County

k. A representative of Kittcom

l. A representative of each of the following state law enforcement agencies

1. Washington State Patrol

2. Department of Fish and Wildlife

m. A person representing public schools

n. A representative of the Washington State Department of Corrections

o. A representative of the Juvenile Rehabilitation Administration

p. A citizen at large to serve a two-year term beginning on January 1st of every odd-numbered year

Officials designated may appoint representatives.

1003.4 FACILITY NEEDS ASSESSMENT

In the event that the jail maintains an average 80 percent occupancy rate consistently for one year, the Office should initiate a jail needs assessment. The assessment initiates a systematic process that is designed to identify a variety of operational issues and program needs, and may indicate when expansion or replacement of the facility is warranted.

1003.5 INMATE POPULATION REPORTS

The Jail Superintendent or the authorized designee is responsible for ensuring that detailed daily rosters of the facility's inmate population are completed and maintained by the staff. These rosters shall reflect the average daily population. A detail report can be ran to gain the daily population of inmates by categories of male, female and juvenile. An inmate population report summarizing this information shall be created upon request of the Sheriff and the Jail Superintendent (RCW 10.98.130).

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Attachments

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KCJ 915 Inmate Mail Attachment 1.pdf

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UNAUTHORIZED MAIL

Mail to or from incarcerated individuals, including publications and electronic messages/attachments may be rejected for any of the following reasons:

1. Establishes or attempts to establish prohibited contact per KCJ 915 Prohibited Contact or victim/witness information

2. Violates or plans to violate:

    a) Sentencing conditions
    b) Court order
    c) Disciplinary sanction
    d) State/federal law
    e) Washington Administrative Code (WAC)
    f) Department policy
    g) Facility procedures

3. Depicts, displays, or describes:

    a) Procedures for constructing or using weapons, ammunition, bombs, and/or other destructive devices or includes life-sized photograph(s)/graphic illustrations of these items

    b) Instructions on martial arts, fighting/self-defense techniques, and/or how to disable/disarm others

    c) Technical/detailed information on security systems, equipment, and practices and operations used in the correctional field

4. Mail that contains/appears to contain:

    a) Stickers/labels or a blank greeting card/postcard

    b) Any item that is padded, laminated/layered, musical, and/or exceeds 12” x 18” storage dimensions without the item being folded

    c) Pre-franked envelopes and/or non-cancelled postage stamps without prior approval from the Superintendent/designee

    d) Cash or personal check(s)

    e) Items that could be easily misidentified (e.g., written or drawn in crayon or gel pen, excessive ink)

    f) Sending contraband in/out of the facility

    g) Escape plans and/or other information related to escape

    h) Detailed maps/charts within 50 miles of Kittitas County Jail except those received by facility libraries

UNAUTHORIZED MAIL

i) Sexually explicit materials which are defined as:

1) Any image intended for sexual gratification and which depicts:

(a) Visible female areola and/or female breast nipple(s) or visible genitals/anus (e.g., under or through translucent/thin materials providing physical detail)

(b) A sex act involving contact/penetration of sexual organs, anus, or mouth by the body part of another or an inanimate object, masturbation, or portrayal of actual or simulated human excretory functions including urination, defecation, or ejaculation

2) Any image or written material intended for sexual gratification and which depicts or describes:

(a) Sadistic/masochistic abuse, bondage, bestiality, incest, and/or participant who appears to be nonconsenting, dominated, degraded, humiliated, or in a submissive role, and/or a participant who appears to be acting in a forceful, threatening, dominating or violent manner, or

(b) A minor, or model or cartoon/anime depicting a minor, in a sexually suggestive setting/pose/attire

j) Information that could create a risk of physical harm to the individual or another person if the communication were allowed

k) Threats or advocates violence or hatred against others and/or the overthrow of authority

l) Code or intentionally using any method in an attempt to defeat electronic messaging security features, or displaying hand signs of an unknown representation

m) Security Threat Group/gang language, markings, symbols, and other material which threatens the safety and security of the facility.

n) Specific identifying information (e.g., social security number, date of birth) or details of a crime relating to another individual(s) currently incarcerated in Washington State

o) Photographs of an individual currently incarcerated unless authorized through approved correspondence or is a member of the individual's immediate family

p) Electronic media storage devices.

UNAUTHORIZED MAIL

q) Clipping(s)/copies of copyrighted material, including books

1) Single clippings or printouts from public domain websites are allowed

r) Used publications not sent from an approved nonprofit organization or publications that have been altered (e.g., pages torn/removed, additional/unnecessary markings)

s) A metal and/or inflexible binder

t) Solicitations or games of chance (e.g., sweepstakes, contests, lottery tickets)

1) Publications containing a sweepstakes or contest entry will not be rejected, but individuals will not be allowed to participate/enter

u) Correspondence/property for or from a third party (i.e., correspondence to/from a person other than the original sender and recipient where the correspondence could be deemed to be a threat to legitimate penological objectives, or attempts to violate state/federal law, WAC, or Department policy)

v) Information considered to be a threat to the safety and security of the facility

5. Attempts or conveys unauthorized correspondence between incarcerated individuals

6. Coerces or demands money or anything of value

7. Requests/directs another person to provide money or anything of value to a third party

8. Advocates that a class/group is inferior and makes them the object of ridicule and/or scorn

9. A publication(s) is not in English and is under review to determine if it complies with Department policy and/or facility procedure

10. Incoming mail meets the requirements for legal mail, but upon issuing to the individual is determined to be general correspondence

11. The return address on the outer envelope has been verified to be fraudulent or the customer's name in an electronic messaging system is incomplete/inaccurate

12. Misuses county resources by using blank forms for a purpose other than their intended use or misuse of Department-issued computers/equipment

13. An electronic message that does not comply with mail requirements or otherwise contains a display of nudity/partial nudity, behavior/actions that are sexual in nature, illegal drugs or related paraphernalia, weapons, graphics, or paraphernalia associated with any Security Threat Group/gang, or unlawful activity

14. An outgoing photograph in the electronic messaging system clearly displays an employee/contract staff/volunteer or intentional inclusion of another incarcerated individual(s)

KCJ 908 Inmate Mail Attachment 1.pdf

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2. Violates or plans to violate:

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    b) Court order
    c) Disciplinary sanction
    d) State/federal law
    e) Washington Administrative Code (WAC)
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